

AGENDA OF THE UTAH STATE BUILDING BOARD

Wednesday, January 5, 2005
House of Representatives Building
Room West 125
9:00am

- | | | | |
|---------------|----|---|-------|
| (Action) | 1. | Approval of Minutes of November 17, 2004..... | Tab 1 |
| (Action) | 2. | Architect/Engineer Fees..... | Tab 2 |
| (Information) | 3. | Legislative Preview..... | Tab 3 |
| (Information) | 4. | Legislative Audit of DFCM | Tab 4 |
| (Action) | 5. | Approval of UofU Long Range Development Plan Update..... | Tab 5 |
| (Information) | 6. | Administrative Reports | Tab 6 |
| | | - University of Utah | |
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| (Action) | 7. | 2005 Building Board Meeting Schedule..... | Tab 7 |
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| (Information) | 9. | Other | Tab 9 |

Notice of Special Accommodation During Public Meetings - In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Shannon Lofgreen 538-3261 (TDD 538-3260) at least three days prior to the meeting.

*This information and all other Utah State Building Board information
is available on DFCM web site at <http://buildingboard.utah.gov>*



Olene S. Walker
Governor

Utah State Building Board

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Salt Lake City, Utah 84114
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MEMORANDUM

To: Utah State Building Board
From: F. Keith Stepan
Date: January 5, 2005
Subject: **Approval of Minutes of November 17, 2004**

Attached for your review and approval are the meeting minutes of the Utah State Building Board on November 17, 2004.

FKS:sll

Attachment

Utah State Building Board



MEETING

November 17, 2004

MINUTES

Utah State Building Board Members in attendance:

Larry Jardine, Chair
Kerry Casaday, Vice-Chair
Steven Bankhead
Manuel Torres
Cyndi Gilbert
Katherina Holzhauser

DFCM and Guests in attendance:

F. Keith Stepan	Division of Facilities Construction & Management
Kenneth Nye	Division of Facilities Construction & Management
Shannon Lofgreen	Division of Facilities Construction & Management
Steve Allred	Legislative Fiscal Analyst's Office
Randa Bezzant	Governor's Office of Planning and Budget
Kevin Hansen	Weber State University
Darrell Hart	Utah State University
Brent Windley	Utah State University
Gary Adams	Department of Workforce Services
John Misel	Department of Workforce Services
Bart Hopkin	Department of Human Services
Rob Brems	Mountainland Applied Technology Center
Paul Hacking	Uintah Basin Applied Technology Center
Russ Galt	Davis Applied Technology Center
Kevin Walthers	State Board of Regents
Matt Rich	Jacobsen Construction
Jackie McGill	Spectrum Engineers
Jerry Oyler	Utah National Guard
Mike Perez	University of Utah
Stan Plewe	Dixie State College
Greg Stauffer	Southern Utah University
Rick Stock	Architectural Nexus

On Wednesday, November 17, 2004, the Utah State Building Board held a regularly scheduled meeting in the House of Representatives Building, Room W125. Chair Larry Jardine called the meeting to order at 9:04am.

☐ **APPROVAL OF MINUTES OF OCTOBER 21, 2004**

Chair Jardine sought a motion on the Utah State Building Board meeting minutes of October 21, 2004.

MOTION: Manuel Torres moved to accept the minutes of October 21, 2004. The motion was seconded by Steve Bankhead and passed unanimously.

☐ **APPROVAL OF FIVE YEAR PLAN.....**

The Board previously approved a priority list for state funded requests which became the basis for the first two years of the five year plan. Statute calls for the Board to maintain and update a plan each year for the facilities for the upcoming five years. Therefore, DFCM prepared a proposal for a five year plan and Kenneth Nye reviewed the few minor adjustments made to the copy included in the packet.

The proposal for the development of the five year plan was similar to last year with the first two years being divided in half and separated between year one and year two of the five year plan. The funding levels were significantly higher than what is likely to be achievable; therefore, DFCM placed a somewhat smaller proportion in the first year in hopes to achieve a more realistic proportion.

For the remaining three years, DFCM asked each agency and institution to submit a five-year plan for their needs. DFCM identified needs within the five-year plans, as well as some projects submitted for additional consideration. In some cases, DFCM also referred to previously submitted five year plans in attempt to identify projects for consideration of the five year plan. When allocating the projects between fiscal years 2008, 2009, and 2010, DFCM reviewed the priorities of the agencies and institutions within their five year plan and considered their perspective of the relative urgency and need for the projects. DFCM did not propose any priority order within a fiscal year as the information is likely to change.

Mr. Nye also included the capital improvement funding requirement at the 1.1% level for each fiscal year. Discussions are currently being held with the Governor's Office of Planning and Budget regarding capital improvements and the dollar amount associated with the 1.1% funding level. The statute governing funding for capital improvements requires funding at 1.1% of the replacement cost of state facilities. It allowed for a reduction to 0.9% in years of a budget shortfall. This year, the state expects to be out of

the budget shortfall and the Legislature will need to address the 1.1% funding. With the recent jump in construction costs, the estimated replacement cost has also jumped. DFCM and GOPB are discussing the inflationary impact in calculating the replacement cost. Mr. Nye noted the Governor's budget recommendations will be announced approximately mid-December.

Mr. Nye indicated there may be some issues requiring resolution between DFCM and the GOPB prior to publishing the five year book. He asked for the Board's approval to allow DFCM to adjust the number in the five year book to reflect that agreement. The Board authorized DFCM to adjust the numbers if necessary.

Steve Bankhead asked if there had been any discussion regarding funding DFCM operations instead of taking it out of contingency funds. Kenneth Nye was unsure of the Governor's recommendations, but expected relief in that area.

Kenneth Nye noted the operations and maintenance estimates were changed from the previous documents. At the previous Board meeting, the O&M estimates included a footnote indicating the Richfield Regional Center included the full O&M cost for the building. Upon further review by DFCM, it was determined the estimate for the required increase was \$18,700, which was reflected on the new sheet. The balance would come from existing budgets for O&M in the O&M buildings, as well as the rent budgets from agencies leasing space.

Mr. Nye referred to priority 14 for Utah State University which included a small reduction in their estimated amount for O&M from \$1,160,000 to \$1,119,800. This reduction reflected a correction in the current funding level for O&M. Utah State University also requested DFCM change the project identified for them in FY2009 from the Biology Natural Resources addition, which they are attempting to fund through donations, to the Health Physical Education and Recreation addition and remodel.

DFCM also made a slight adjustment to the other funds list for the University of Utah College of Social Work building addition. DFCM has been working with them to refine the budget from \$3,250,000 to \$3,500,000.

Mr. Nye sought questions on the proposed five-year plan from the Board, agencies and institutions.

Steve Bankhead felt the Building Board was comfortable in evaluating and prioritizing higher education projects, but he was not as comfortable with UCAT and other state agencies. He felt the current approach and evaluation process enabled higher education projects to rank higher than other projects. He hoped for a philosophical discussion to develop a solid basis for placing those kinds of projects in the five year plan.

Kenneth Nye noted some state agency projects fared well within the priorities of the Board in this year's prioritization process. Higher Education currently makes up about 2/3 of the state's facilities and is generally more skilled at doing presentations and developing proposals than many state agencies. The developed criteria assist in balancing the issues.

Katherina Holzhauser thought they gave each project considerable attention and felt the process neutralized the projects. Steve Bankhead replied that the amount spent on non-higher education projects is significantly less.

Keith Stepan stated DFCM also aided agencies with their own revenue sources. Steve Bankhead considered the current ratio of non-higher education projects versus state projects and if enough was being spent on non-higher education projects. Kenneth Nye stated it would be difficult due to the current volume of buildings and the specific needs of the state varying from year to year.

Steve Bankhead stated the five year plan indicated they hoped to fund two to three times beyond the amount expected to be funded, and felt it was more of a 10 year plan and was unrealistic. Kerry Casaday felt it was the Board's charge to make the five-year plan and commended the agencies on their projects and efforts.

Keith Stepan felt attempting to limit it could have a negative impact on the existing realities, including receiving fewer funds than what is projected. It was also important to be upfront about the multitude of projects that are needed. Kenneth Nye stated is a frequent discussion within the Board and the Division. From his perspective, they needed to show the needs to remove the perception that the state's needs have been addressed once the priority list is funded. He recognized Mr. Bankhead's concern and recognized the level of funding each year is very optimistic and would impact projects being pushed into later years.

Chair Jardine sought comments from the audience and approval from the Board.

MOTION: Steve Bankhead moved to approve the five-year plan. The motion was seconded by Cyndi Gilbert and passed unanimously.

☐ APPROVAL OF ADDITIONAL OTHER FUNDS PROJECTS

Kenneth Nye stated the Mountainland ATC request was being presented to the Board for reconsideration. Previous concerns dealt primarily with Richard Ellis' concerns regarding the process this project followed dealing with obtaining legislative funding for the rent budget last session and then returning for lease purchase approval. The Board chose not to recommend the two lease purchase proposals for Mountainlands. Further discussion was held with concerned parties who later recognized there was some degree of ambiguity

in UCAT's process and greater latitude may be required to facilitate close working relationships with school districts. Currently, many UCAT programs are addressed in school district facilities on a very informal, short term relationship which puts the UCAT entity at risk of abruptly losing a location for their program. The MATC's proposal for southern Utah County would formally address the issue to protect the state's interest.

Due to the school district selling the elementary school to a developer, UCAT has the option to proceed with a lease arrangement or a lease purchase. By entering into a lease agreement with the school district, the school district will require them to repay the cost of the building over a set amount of time with no change in the lease terms pertaining to the financial aspects of the transaction. Gaining equity of the payments being made and regaining ownership at the end of the payments is much better for the state. A lease purchase authorization is required to achieve this.

Based on the previous discussions, Mountainlands ATC has agreed to withdraw their previous request for a lease purchase arrangement for land in Northern Utah County and pursue the lease purchase with Nebo School District for a facility in southern Utah County. There was also discussion about clarifying the UCAT statute regarding the ability to do lease purchases.

Rob Brems appreciated the reconsideration of their high growth situation.

Chair Jardine sought a motion to approve the revised south Utah County Mountainlands ATC project.

MOTION: Katherina Holzhauser moved to include the Mountainlands ATC lease purchase in southern Utah County in the recommendation for other funds projects. The motion was seconded by Kerry Casaday and passed unanimously.

❑ LEGISLATIVE REPORT ON REVENUE BONDING

Kenneth Nye reviewed the report prepared by Kevin Walthers, formerly of the Legislative Fiscal Analyst's office. The report was presented to the Legislative Executive Appropriations Committee in September 2004 and included some principal topics of discussion on projects previously recommended by the Board.

Mr. Nye stated individual legislators have expressed concern primarily about the regional center project proposals and using lease revenue bonds. Last session, legislation was passed calling for a study of this topic. Several concerns from legislators included the concept of building regional centers and moving agencies out of leased space into owned space and the effect on the local real estate market. Concerns also existed regarding the

revenue bond proposals being scrutinized strongly enough by the legislature. Previously revenue bond proposals were not frequently scrutinized.

Mr. Nye informed the Board of the legislative concerns and philosophies. All revenue bonds must be approved by the Legislature. The report states that revenue bonds are an appropriate financing mechanism as long as they are tied to a suitable funding source representing a user fee. A legislative concern rises when agencies request a conversion of lease obligations into bond payments. The Building Ownership Authority was originally created for the purpose of converting lease payments into debt service on a state owned facility.

Mr. Nye also identified the different types of bonds. General Obligation bonds carry the full faith and credit of the state. When the legislature adopts legislation to approve a GO bond, they are authorizing a statewide property tax which is then held in abeyance as long as they pay off the bond. If the state should go into default on the bonds, there is a statewide property tax available to repay the bond. It is unlikely these types of bonds will go into default by not being paid; therefore, the State receives low interest rates and tax exempt status. Those types of bonds have statutory and constitutional caps on the amount that can be issued and outstanding for the state at any one time. They receive the greatest level of scrutiny due to the substantial obligation associated with them.

Lease revenue bonds are backed by both pledged lease payments, as well as a formal mortgage placed on the property. The structure is true regardless of where the funding comes from and is a type of debt used in the financing markets. Those bonds are issued through the State Building Ownership Authority.

Revenue bonds are somewhat similar to lease revenue bonds, but have some significant differences. The only entity that deals with revenue bonds for state facilities is the Board of Regents/Higher Education. Revenue bonds are secured by a revenue stream. They pledge that revenue stream as collateral and there is no mortgage on the property. Most of the bond proposals outside of GO bonds stemming from Higher Education fall under the revenue bond process, including the University of Utah's Hospital project.

Mr. Nye referred to the legislative concerns regarding regional centers using existing lease payments as a funding source, and the State renting space when the funds could be more efficiently and economically put to use towards the purchase and acquisition of facilities. The purpose of the financing mechanism being put in place by the State was to facilitate conversion of agency leases into the ownership situation. Initially, the legislation did not allow for Higher Education to be able to participate in the program and it was only for state agencies. There have since been some unique circumstances on specific projects where there was desire for Higher Education to have access and the statute was amended to allow narrow types of Higher Education facilities to use the process.

Mr. Nye also pointed out that DFCM statute requires them to consider opportunities for converting to an ownership situation when leasing property, particularly on high cost leases. High cost leases are defined as anything more than ten years in length or \$1 million in total lease payments. Most of the projects approved in the past for state agency facilities for just general office buildings have been financed through the lease revenue bond process. A list of projects approved since 1988 included the two projects funded this last session for the Ogden Regional Center and the Moab Regional Center, as both were funded out of lease revenue bonds.

State office buildings are rarely funded out of GO bonds, which have created some frustration in dealing with state agency office needs. Mr. Nye felt it would be appropriate to monitor legislative perceptions and to visit with the new Governor's administration about their perspectives on the State owning or leasing office space. If the desire is to shift more to a leasing approach as opposed to ownership, then they may wish to propose legislation in a future session to remove the requirements to look for opportunities to convert from leased to owned space.

Keith Stepan felt legislators were also concerned with the debt level. Randa Bezzant added an additional concern related to the business aspects of supporting local communities.

Kenneth Nye stated a lot of the concern was due to the limited commercial markets in many rural areas. If the state leases a building as opposed to owning it, the State then pays property taxes indirectly through rent payments to the owner. The local governments receive property tax benefits from the building. If the state owns it, no property tax is due.

Chair Jardine asked if the state bond rating included GO bond money or all bond money, and how the rating is developed. Mr. Nye responded as the rating agencies look at the state to issue new ratings, they look at the state's full financial picture, including debt level and lease obligations.

□ APPROVAL OF PROGRAMMING FOR STUDENT HOUSING AT DIXIE STATE COLLEGE

Keith Stepan stated DFCM received a request for Dixie State College to develop an architectural program and business plan for a new student housing project on their growing campus. They would need to request the project as an "other fund" in 2006.

Stan Plewe, Dixie State College, stated there were several compounding issues, including the current dormitories are 40 years old and are no longer attractive or competitive in the housing environment for the students. This does not help with the food services or other auxiliaries due to the location and structure of dormitory rooms.

When the dorms were originally built back in the 1960's, they were to accommodate the growth of the current student population of 300. They have allowed the private sector to build around their campus and there is no longer private property adjacent to the campus. They are seeing housing in pockets, at a large distance from campus and not appealing to students.

This would be a 500 bed facility and built out in three phases. Their initial programming money would be approximately \$70,000 and paid out of auxiliary services. They would program for the entire build-out and phase the construction.

Cyndi Gilbert asked if they would demolish the current housing. Mr. Plewe responded the Shiloh dormitory would be razed and made into parking. The master plan indicates that an academic building would be placed in that area. The College currently only has 250 beds and would receive a net gain of 250 rooms.

Steve Bankhead asked if there is a very restrictive amount of land on the campus, and given the projected growth for Washington County, he questioned if putting student housing in that area jeopardize further growth for core learning and teaching facilities. Stan Plewe responded they have several plans to develop sites away from the campus. DSC has also talked to city and county officials about relocating the sports facilities away from campus and into a sports complex for use by the community. Those facilities which dominate a large amount of space can then be made into academic space.

MOTION: Cyndi Gilbert moved to approve programming for student housing at Dixie State College. The motion was seconded by Katherina Holzhauser and passed unanimously.

Ms. Holzhauser reminded the Board that as economies get better, student housing will be more prevalent because it will be unaffordable for students to live elsewhere. A key issue will be determining if it should be handled by the institutions or community.

☐ REALLOCATION OF CAPITAL IMPROVEMENT FUNDS

Kent Beers stated DFCM recommends the Board reallocate \$161,346 to the statewide emergency fund from the following projects: St. George Courthouse Paving (\$40,200), Department of Community and Economic Development Improvements (\$30,000), Ogden Juvenile Courts Lighting Upgrade (\$36,846), and Weber State University Automation Center HVAC Renovation (\$54,300).

At the May 2004 meeting, the Board allocated \$250,000 to the statewide emergency fund. This allocation increased the emergency fund balance to approximately \$331,300. Historically, DFCM has recommended that the emergency fund begin the improvement

cycle with a balance between \$300,000 and \$400,000. Normally, this amount has proven to be adequate. However, this year state agencies and institutions have experienced an unusually high number of emergencies which have depleted the fund leaving a current balance of only \$10,000. This drop in the emergency fund balance has occurred even after DFCM has required a number of agencies and institutions to cover part of the cost of their emergencies.

DFCM requested the Board replenish the emergency fund by reallocating funds from the projects placed on hold or canceled. For example, the St. George Courthouse paving project was cancelled because Courts has decided to pursue a capital development project that will replace the existing courthouse. Improvements at DCED have been put on hold because DFCM's maintenance staff has determined that the repairs are not immediately necessary. The Ogden Juvenile Courts lighting upgrade has been canceled because the work will be included as part of a larger project planned for next year. The WSU Automation Center HVAC renovation has been postponed because the recently completed engineering study concluded the project will require significantly more funding than is currently available. WSU intends to request full funding for the project next year.

Mr. Beers noted that typically most requests for emergency funding have come during the winter months. As a result, DFCM may find it necessary to petition the Board for additional reallocations if the emergency fund balance falls too low. He sought questions of the Board.

MOTION: Steve Bankhead moved to approve the reallocation of funds from the various projects to the emergency fund. The motion was seconded by Kerry Casaday and passed unanimously.

Keith Stepan added that they are seeing the backlog of repairs and maintenance issues, and agencies and institutions are requiring some relief. He hoped the Legislature granted the 1.1% and considered the future of maintenance issues.

☐ ADMINISTRATIVE REPORTS FOR THE UNIVERSITY OF UTAH AND UTAH STATE UNIVERSITY.....

Mike Perez, University of Utah, stated there were three design contracts and three construction contracts issued for the period of August 14 to October 29, 2004. There was no change to the contingency or project reserve.

MOTION: Manuel Torres moved to accept the administrative report of the University of Utah. The motion was seconded by Steve Bankhead and passed unanimously.

Brent Windley, Utah State University, reported for the period of August 11 to October 27, 2004. There were two new professional contracts and three new construction contracts. There was no activity in the contingency or reserve fund. A summary of the statewide accounts was included and there were two paving projects that had been completed during the period.

Mr. Windley noted that the Cogeneration/Chilled Water project has been completed and proven to be a very positive project. Utah State University expressed sincere appreciation to the Building Board and the Legislature for their support of this project.

MOTION: Steve Bankhead moved to accept the administrative report of Utah State University. The motion was seconded by Cyndi Gilbert and passed with Chair Jardine abstaining from the vote.

☐ **ADMINISTRATIVE REPORTS FOR DFCM**

Keith Stepan noted there were 53 architectural/engineering agreements awarded and 57 construction contracts awarded. Mr. Stepan noted the change order list over the last few years has been substantially reduced because of the VBS process. Contingency and reserve funds are still high in terms of numbers, but the contingency fund which is used for unforeseen conditions has an excess of approximately \$2 million that may be reassigned back to projects should the Division be funded. The reserve fund is also being used more because of the bids and the economy.

☐ **OTHER**

Manuel Torres will serve on the CEU Prehistoric Museum Expansion Programming on December 9 and 16, 2004.

Kerry Casaday and Chair Jardine will serve on the Tooele Courts CM/GC.

A copy of the 2005 meeting schedule was reviewed.

Keith Stepan briefly reviewed the material pertaining to the transition and the transition team.

☐ **ADJOURNMENT**

MOTION: Katherina Holzhauser moved to adjourn at 10:36am. The motion was seconded by Manuel Torres and passed unanimously.



Olene S. Walker
Governor

Utah State Building Board

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MEMORANDUM

To: Utah State Building Board
From: F. Keith Stepan
Date: January 5, 2005
Subject: **Architect/Engineer Fees**

The Value Based Selection process (VBS) that has been developed by DFCM has been successful in bringing to the State of Utah some of the best performing consultants (A/E firms) available anywhere. Their experience and qualifications have saved Utah taxpayers time, money and State employee effort in establishing higher quality design and construction projects.

Once the highest ranked A/E firm is identified by the VBS committee, DFCM's project manager as the owner's representative and the design professional begins working together to provide the final scope of the work, a project construction budget and an A/E fee proposal. To assist in these negotiations, DFCM will use national and local professional and technical societies established guidelines for procuring the services of the design professionals. These guidelines will be used to develop a fair and reasonable fee for the anticipated scope and budget of a specific project. (If an agreement can not be reached concerning the compensation, discussions with the highest ranked firm shall be terminated and DFCM's project manager will initiate talks with the second-ranked design professional).

The following concepts shall be used by DFCM to establish fixed fee A/E compensation proposals.

- Fees should be established with the individual project criteria in mind.
- An individual project may have complex scopes of work different from the typical project in Utah's marketplace. Careful consideration shall be given to the project complexity issues.
- Percentage fees generally decline as construction dollars increase. Thus, smaller projects will probably have higher percentage fees than larger projects.

DFCM's expectation will be that generally A/E fees will fall within the guidelines outlined in the attachment. They will be used as a basis of negotiation for the owner/consultant agreement.

FKS:sll

DFCM Anticipated Architecture/Engineering Compensation Guidelines

Fee Structure Target Model

- DFCM yearly average contracted fee percentage of construction cost = 7.0%
- Basic Services Guideline (noted below)
 - Architect = 60% of total fee
 - Structural Engineer = 12 % of total fee
 - Mechanical Engineer = 15% of total fee
 - Electrical Engineer = 10% of total fee
 - Civil/Landscape = 3% of total fee
- Special Services Guideline (complexity/additional compensation)
 - Technology design
 - Acoustical and/or other special analysis
 - Surveys
 - Leeds Certification
 - Geo-Tech
 - Interior Design
 - Etc.
- Direct and Reimbursable Costs
 - Presentation Materials (as a stipend or as specifically requested by DFCM)
 - Travel expenses (Expenses only, not hourly work rates)
 - Printing costs (with prior DFCM approval)

Expected fee guideline 5% to 9.25% as outlined in the attached schedule.

DFCM Fee Schedule Guideline for Negotiation Purposes
August 1, 2004

Capital Development Projects

<u>Estimate Construction Budget</u>	<u>Basic A/E Service</u>	<u>Complexity Addition</u>	<u>Total</u>
\$0 – \$500,000	6.75%	0% to 2.5%	6.75% to 9.25%
\$500,000 - \$3,000,000	6.5%	0% to 2.5%	6.5% to 9%
\$3,000,000 - \$5,000,000	6.25%	0% to 2.5%	6.25% to 8.75%
\$5,000,000 - \$8,000,000	6.0%	0% to 2.5%	6.0% to 8.5%
\$8,000,000 - \$12,000,000	5.75%	0% to 2.5%	5.75% to 8.25%
\$12,000,000 - \$18,000,000	5.5%	0% to 2.0%	5.5% to 7.5%
\$18,000,000 - \$25,000,000	5.25%	0% to 2.0%	5.25% to 7.25%
\$25,000,000 - \$35,000,000	5.0%	0% to 2.0%	5.0% to 7.0%
\$35,000,000 and up	4.75%	0% to 2.0%	4.75% to 6.75%

Capital Improvement Projects

<u>Estimate Remodel Budget</u>	<u>Basic A/E Service</u>	<u>Complexity Addition</u>	<u>Total</u>
\$0 – \$300,000	8.25%	0% to .75%	8.25% to 9.0%
\$300,000 - \$500,000	8.0%	0% to .75%	8.0% to 8.75%
\$500,000 - \$750,000	7.75%	0% to .75%	7.75% to 8.5%
\$750,000 - \$1,000,000	7.5%	0% to .50%	7.5% to 8.0%
\$1,000,000 - \$1,250,000	7.25%	0% to .50%	7.25% to 7.75%
\$1,250,000 - \$1,500,000	7.0%	0% to .50%	7.0% to 7.5%



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MEMORANDUM

To: Utah State Building Board
From: F. Keith Stepan
Date: January 5, 2005
Subject: **Legislative Preview**

DFCM will review Governor Walker's budget recommendations and preview the proposals and activities anticipated in the upcoming legislative session. Those that were known at the time this memo was prepared are summarized below.

Capital Budget:

A schedule is attached which compares Governor Walker's budget recommendations to the Building Board's recommendations. Governor Walker recommended that capital improvements be funded at the 1.1% level. Her recommended amount is lower than that addressed by the Building Board in October due to different assumptions used in the calculation. DFCM has adjusted the capital improvement amount in the Board's Five Year Building Plan to be consistent with the Governor's calculation.

Governor Walker also recommended a substantial budget for capital development projects which included most of the projects that the Building Board recommended be considered this year. She recommended the Board's top nine priorities with the exception of priority #1, Dixie State College Health Sciences Building and priority #6, SUU Teacher Education Building. She then dropped down to the Board's priority #13, UCAT UBATC/USU Vernal Campus. She also recommended that general obligation bonds be authorized for the full balance of the Capitol Building Renovation Project with intent language that restricts the issuance of bonds to \$50 million in both FY2006 and FY2007 with the balance of \$35 million issued in FY2008.

She concurred with all of the Board's recommendations for Other Funds projects except that she did not address the buyout of the West Valley Courthouse lease. She did not recommend the Workforce Services Richfield Employment Center as this need is included in the Richfield Regional Center project that she did recommend. She also recommended funding from restricted funds to cover about half of the cost of the Natural Resources Price Office Building. It may now be possible to accomplish this project through a combination of this funding and the previous authorization to enter into a lease purchase agreement with Carbon County.

Governor Walker recommended that most of the capital development projects, totaling \$100 million, be funded from the surplus that is projected for the current fiscal year. She also recommended \$18,893,000 of general obligation bonds to fund the balance of the UVSC Digital Learning Center project with the balance of funding for this project coming from the \$100 million of surplus funds.

It is unlikely that there will be any clear signals as to where the Legislature will go with the capital budget before late January. The recommendations of the Legislative Fiscal Analyst are expected to be released about that time. For the past several years, the Capital Facilities Appropriations Subcommittee has typically invited the Building Board to meet with them on the afternoon of the Board's February board meeting. We understand that the Legislature is planning to accelerate its timeframe for holding appropriation subcommittee meetings. As a result, it appears that it will be necessary to move the February board meeting up to January 26. If this schedule is maintained, the meeting with the Capital Facilities Appropriations Subcommittee would occur at 2:00 on January 26.

DFCM Operating Budget:

DFCM had requested that the general funds be restored to its administrative budget with the exception of the cost of the capital improvement staff that would continue to be funded from capital improvement funds. Governor Walker recommended restoration of \$1.1 million from the general fund which represents about half of the amount requested. Under her recommendations, the balance would need to continue to be funded from the Contingency Reserve.

Anticipated Legislation:

Of the legislation that was available at the time this information was prepared, only the following bills appear to have the potential of significantly impacting the Board or DFCM. Other legislation that comes to light before the Board meeting will be presented at the meeting.

S.B.86 – 2004 General Obligation Bond Amendments

This bill, sponsored by Senator Peter Knudsen, redirects the \$4.8 million that was previously authorized for the purchase of the Oxbow Jail to instead be used for the purchase of the Bourns Building for Bridgerland ATC. This amount is \$1,250,000 more than the purchase price. At this time, DFCM is not aware of the intended use of this difference.

Additional bill files have been opened with titles that suggest that the legislation may affect the Board or DFCM. DFCM will monitor these bills and provide explanations at the meeting if further information is available.

FKS:KEN:sll

Attachment

Comparison of Building Board and Governor Recommendations for 2005 Legislative Session

Building Board Rank	Project	Building Board	Governor	Notes
	Capital Improvement Funding	\$ 59,994,000	\$ 53,632,100	b
	<u>Capital Developments - State Funding:</u>			
1	Dixie Health Sciences Building	\$ 15,743,000	\$ -	
2	UofU Marriott Library Renovation & ASRS	\$ 48,488,000	\$ 48,488,000	a
3	DHS Developmental Center Housing	\$ 2,575,000	\$ 2,575,000	a
4	Corrections CUCF 288-Bed Facility (Gunnison)	\$ 14,600,000	\$ 14,600,000	a,f
5	UVSC Digital Learning Center	\$ 37,750,000	\$ 37,750,000	a,c
6	SUU Teacher Education Center	\$ 10,000,000	\$ -	
7	DNR Fire Management Service Facility	\$ 694,000	\$ 694,000	a
8	Land Purchase for Provo Juvenile Court	\$ 225,000	\$ 225,000	a,f
9	Richfield Regional Center	\$ 5,043,000	\$ 7,527,000	a,f
10	Snow Library/Classroom Building	\$ 14,237,000	\$ -	
11	UCAT BATC Bourns Building Purchase	\$ 3,550,000	\$ -	
12	DNR Midway Hatchery Restoration	\$ 4,800,000	\$ -	
13	UCAT UBATC/USU Vernal Campus	\$ 10,788,000	\$ 10,788,000	a
14	USU Agricultural Science Classroom	\$ 57,237,000	\$ -	
15	Education - Replace Deaf & Blind Conner Street	\$ 13,608,000	\$ -	
16	WSU Buildings 1 & 2 Replacement	\$ 21,001,000	\$ -	
17	CEU Fine Arts Complex	\$ 13,976,000	\$ -	
18	DNR Price Region Office	\$ 2,350,000	\$ 1,500,000	f
19	Education Buffmire Rehabilitation Center Annex	\$ 7,029,000	\$ -	
20	SLCC Millcreek Center Replacement	\$ 6,000,000	\$ -	
	Capitol Renovation		\$ 135,000,000	c
	Total State Funding	\$ 349,688,000	\$ 312,779,100	
	<u>Other Funds:</u>			
	ABC Downtown SLC Wine Store	\$ 3,221,000	3,221,000	d
	ABC Additional St. George Store	\$ 2,323,000	2,323,000	d
	ABCAdditional Store in Southwest SL County	\$ 2,323,000	2,323,000	d
	Corrections CUCF Education Area Expansion	\$ 2,263,000	2,263,000	e
	Courts West Valley Courthouse Purchase	No Cost		
	DNR Logan Fisheries Exp Stn. Tech Serv. Bldg.	\$ 688,000	688,000	f
	UCAT MATC Southern Utah County Facility Lease/Purchase	\$ 3,000,000	3,000,000	g
	UDOT Vernal Maintenance Complex	\$ 1,457,000	1,457,000	f
	UofU Hospital Expansion - West Wing & Parking	\$ 87,500,000	\$ 87,500,000	e
	UofUCollege of Social Work - Building Addition	\$ 3,500,000	\$ 3,500,000	e
	UofU New Humanities Building Phase I	\$ 11,100,000	\$ 11,100,000	e
	Nat. Guard 85th Civil Support Team Readiness Center	\$ 2,068,000	\$ 2,068,000	e
	National Guard Joint Forces Headquarters Addition	\$ 1,460,000	\$ 1,460,000	e
	National Guard 19th Special Forces Armory Addition	\$ 1,500,000	\$ 1,500,000	e
	National Guard 117th Util Det/120th QM Det Readiness Center	\$ 1,500,000	\$ 1,500,000	e
	WSU Union Building Renovation	\$ 20,000,000	20,000,000	e
	DWS Richfield Employment Center	\$ 2,659,000		
	TOTAL	\$ 146,562,000	\$ 143,903,000	

- a FY05 supplemental appropriation from general state funds including General and School funds
- b FY06 appropriation from general state funds including General and School funds
- c State General Obligation Bond (Capitol renovation portion limited to issuing \$50 million per year)
- d Building Ownership Authority Lease Revenue Bond
- e Nonstate funds, ie donations, federal funds, etc.
- f Appropriation of restricted state funds
- g Lease purchase authorization



Olene S. Walker
Governor

Utah State Building Board

4110 State Office Building
Salt Lake City, Utah 84114
Phone (801) 538-3018
Fax (801) 538-3267

MEMORANDUM

To: Utah State Building Board
From: F. Keith Stepan
Date: January 5, 2005
Subject: **Legislative Audit of DFCM**

On December 15, the Legislative Auditor General released a report on an audit conducted of DFCM. The digest of the report and DFCM's response are enclosed. At the Board meeting, DFCM will review the report and address the actions that are underway to implement the auditor's recommendations.

The audit addressed the management of construction projects and did not address other services performed by DFCM. Much of the focus of the audit was on the UofU Student Housing project that was completed in 2000. While the audit noted a number of concerns regarding this project, it concluded that substantial improvements have been made since then in DFCM's project management, procurement, and dispute resolution processes. In the second sentence of the report, the auditors state that "Today the division is a well-managed organization that provides quality construction management services for the state."

Although most disputes have been settled, the State is still involved with litigation regarding this project. As a result, it may be necessary to close the meeting to discuss some of issues associated with the Student Housing project.

FKS:KEN:sl

Attachment

REPORT TO THE
UTAH LEGISLATURE

Number 2004-11

A Performance Audit
of the
Division of Facilities and Construction
Management

December 2004

Audit Performed by:

Audit Manager	John M Schaff
Auditor Supervisor	James Behunin
Audit Staff	Paul Hicken
	Derek Byrne

Digest of A Performance Audit of the Division of Facilities Construction & Management

Although the agency had serious problems with one past project, the Division of Facilities Construction and Management (DFCM) has learned from its mistakes. Today the division is a well-managed organization that provides quality construction management services for the state. This report addresses legislator's concerns regarding the mismanagement of the University of Utah Student Housing Project. We found that DFCM, its architect, the University of Utah and several contractors all share responsibility for the problems that occurred on the project. This report also describes how some contractors were impacted financially by the project and the manner in which the division responded to their claims. Finally, this report examines the division's current method of selecting contractors for state construction projects and, in particular, the division's "value-based" approach to awarding state construction contracts.

Due to ongoing litigation, the audit team did not attempt to identify the precise degree that DFCM, the university, the design team or some contractors were responsible for the problems with the Student Housing Project. To do so would have required an in-depth analysis of the project schedule, the division's management practices, the contracts and project costs. That level of analysis was not within the scope of this audit.

DFCM Contributed to Problems with the Student Housing Project. First of all, the division did not ensure that the project had an effective management team. In addition, some contractors were not particularly qualified for the scale and scope of work they were hired to do on the project. Numerous delays and cost overruns resulted because of project mismanagement and under-qualified contractors. In addition, DFCM's use of a new method of selecting contractors caused confusion and exacerbated problems between the project management team and contractors.

DFCM's improved management procedures should help the agency avoid repeating the problems it experienced on the Student Housing Project. DFCM had difficulty both managing the Student Housing Project and then responding to the claims filed by contractors on the

project. However, DFCM has since addressed the procedural weaknesses that were exposed by the University of Utah project. First, the division now selects the best qualified construction management teams to oversee state projects. Second, the division now prequalifies contractors and does not use low-bid selection on projects valued over \$1.5 million. DFCM has improved general contractor accountability, the management of its projects, and its method of selecting contractors. If the division continues to follow its new practices and the recommendations described below, it is unlikely to have another project with as many problems as the Student Housing Project.

**Chapter II
Recommendations**

1. We recommend that before each monthly payment is made to the general contractor, the division should require the contractor to submit a "payment waiver" signed by each of the subcontractors attesting that they were paid the prior month.
2. We recommend that the division's project manager periodically do an analysis of the cash flow on the project.

**Chapter III: Financial
Impact on Student
Housing Project
Contractors**

Many Contractors Experienced Financial Difficulties. Delays in the project schedule and confusion about the project's designs increased the cost of construction and led some contractors to file claims with the division. Some contractors filed bankruptcy shortly after their involvement with the Student Housing Project. However, it would be inaccurate to suggest that these firms went bankrupt because of the project. Many of the firms were already facing financial difficulties when the project began and others suffered a financial loss because of their own mistakes. The following recommendations can help DFCM avoid future disputes about the amount of compensation paid to contractors and subcontractors.

**Chapter III
Recommendations**

1. Unless it is a design build project, we recommend that bidding documents be completed before contractors are asked to submit their bids.
2. If a change in the designs is needed or if additional work is necessary, we recommend that a formal change order or construction change directive be prepared, and that the terms of reimbursement for the cost of labor and materials be agreed to before the work is performed.
3. We recommend that contractors and subcontractors be put on notice that no compensation will be provided unless they maintain a separate accounting for all of the expenses associated with the change order.

**Chapter IV:
Impediments to
Dispute Resolution
with the Student
Housing Project
Contractors**

DFCM Had Difficulty Resolving the Claims Associated with the Student Housing Project. DFCM spent several years trying to resolve claims associated with the Student Housing Project. Two disputes are still ongoing. DFCM's dispute resolution procedures are supposed to encourage a quick and informal resolution of contractor claims. The disputes took a long time to resolve because the division did not follow its dispute resolution process. Instead, the division's response actually encouraged contractors to take a litigious approach towards resolving their claims.

Today, the division is unlikely to become as entangled in the kind of legal disputes it encountered at the end of the Student Housing Project. As long as the division follows its new dispute resolution policy, future disputes will be solved quickly and informally.

**Chapter IV:
Recommendations**

1. We recommend that the division continue to follow its new dispute resolution policies.

**Chapter V: Analysis
of DFCM's Value
Based Selection
Contractor
Procurement
Process**

Procurement Process Has Improved but Needs Minor Adjustments. DFCM's new Value Based Selection method of choosing a contractor has produced positive results. In an effort to avoid the failures of the selection procedures used in the past, the division began to award construction contracts based on which contractor offered the best value—not just the lowest bid. Since that time, projects are more likely to be completed on time, within budget and with less spent on change orders than in the past. However, the selection process can be subjective and some contractors question whether the division is entirely fair in how it selects contractors. In order to improve the fairness of the Value Based Selection process, the division needs to implement the following recommendations.

**Chapter V
Recommendations**

1. We recommend that DFCM provide specific, detailed descriptions of the Value Based selection criteria in the project RFP;
2. We recommend that DFCM provide contractors, when requested, with complete and accurate feedback regarding the strengths and weaknesses of their proposals.
3. We recommend DFCM ensure that selection committee base their decisions on the selection criteria described in the request for proposal and avoid considering other factors.
4. We recommend DFCM complete its implementation of the remaining Value Based Selection Procurement Committee's recommendations.

**Chapter VI: Several
other areas of
concern were
examined. Few
problems found.**

Few Concerns Found with Remaining Audit Issues. Few problems were found with several of the concerns raised by legislators. After a brief review, the audit team determined that:

1. DFCM construction delivery methods are used wisely and according to industry standards,
2. DFCM promptly pays its general contractors,
3. DFCM and its general contractors employ a wide variety of subcontractors on state projects,
4. General contractor conflicts of interest are managed properly, and
5. The Owner Controlled Insurance Program (OCIP) is obsolete since the program was dropped last year.

Because few problems were found, the audit report only briefly describes the audit findings with regard to each of the five above areas of concern.



State of Utah

Division of Facilities Construction & Management

Olene S. Walker
Governor

S. Camille Anthony
Executive Director

F. Keith Stepan
Director

Department of Administrative Services
4110 State Office Building
Salt Lake City, Utah 84114
Phone (801) 538-3018
Fax (801) 538-3267

December 8, 2004

John M. Schaff, CIA, Auditor General
Office of the Legislative Auditor General
W315 Utah State Capitol Complex
Salt Lake City, Utah 84114-5315

SUBJECT: Response to Audit Report No. 2004-11, A Performance Audit of DFCM

Dear Mr. Schaff:

Thank you for the opportunity to respond to your audit entitled A Performance Audit of the Division of Facilities Construction and Management. We express our appreciation for the professionalism of your auditors and their efforts to identify ways in which we can improve.

We appreciate your acknowledgement of the substantial improvements that have been made in DFCM and in our processes for procuring and managing construction. Substantial effort has been made to respond to concerns identified by legislators and other officials, the construction industry, and our clients along with those identified by staff within DFCM. Utah has been and continues to be a leader among governmental entities around the country in utilizing alternative methods for managing projects and in developing procurement methods other than the traditional low-bid method. We concur with the auditors that these alternative procurement and construction management methods have substantially improved the cost control, timely completion and quality of state facility projects.

We concur with the recommendations made in the report and are working to implement them. Many of the recommendations are consistent with efforts that were already underway to improve DFCM's processes.

Much of the focus of the audit is on the Student Housing Project at the University of Utah which was also used as the Athletes Village for the 2002 Winter Olympics. We note that the programming and design for this project was initiated in 1997 and the construction was generally completed in 2000 enabling the University to use most of the facilities as dormitories for the 2000-01 academic year preceding the Olympics. DFCM was responsible for the construction of a large portion of the facilities that were used as venues for the Olympics at a total cost of \$221 million. While the Student Housing Project was the largest and most challenging of these projects, we note that the balance of the Olympic projects did not incur any major problems.

John M. Schaff
December 8, 2004
Page 2

We note that the State is still engaged in litigation regarding some of the issues on the Student Housing Project. This consists primarily of claims that a surety for one of the contractors notified us in 2003 that it would be pursuing. The report notes that responsibility for various problems that arose on the project is shared by a number of parties, including contractors working on the project, and that "no attempt was made to identify the extent to which one group might be liable for any damages suffered by project participants." In the outstanding litigation, DFCM and the University are asserting a number of defenses and counter claims that are not reflected in the report. While we do not question the qualifications of your office to conduct a performance audit of DFCM, we do not believe that the auditors' expertise in construction management, schedule analysis and other fields associated with the evaluation of claims involved with this litigation rises to the level required for expert testimony in court.

Sincerely,

A handwritten signature in black ink, appearing to read "F. Keith Stepan", with a long horizontal flourish extending to the right.

F. Keith Stepan
Division Director

FKS:KEN:sll



Olene S. Walker
Governor

Utah State Building Board

4110 State Office Building
Salt Lake City, Utah 84114
Phone (801) 538-3018
Fax (801) 538-3267

MEMORANDUM

To: Utah State Building Board
From: F. Keith Stepan
Date: January 5, 2005
Subject: **Approval of UofU Long Range Development Plan Update**

Recommendation:

DFCM recommends that the Board consider approval of the 2003 Update to the UofU Long Range Development Plan.

Background:

Representatives of the University of Utah will present the update to its Long Range Development Plan (master plan) at the board meeting. An executive summary of this update is attached. This update has been approved by the University of Utah Board of Trustees and the Board of Regents. The Building Board also has the responsibility of approving master plans.

FKS:KEN:sl

Attachment



Office of the Vice President
for Administration Services

December 17, 2004

Mr. Keith Stepan, Director
Division of Facilities Management and Construction
4110 State Building
Salt Lake City UT 84114

Dear Keith:

**RE: UNIVERSITY OF UTAH
LONG RANGE DEVELOPMENT PLAN (LRDP) – 2003 SUPPLEMENT**

The University of Utah embarked upon a strategic planning process to guide future development for the growing campus. In spring 2003, the University engaged Hanbury Evans Wright Vlattas & Co. to facilitate an update to the 1997 LRDP. The 2003 Supplement represents the first phase of inquiry intended to address immediate planning issues and to inform the current Academic Strategic Planning process. In turn, the vision that emerges from the Academic Strategic Plan should guide a more comprehensive physical planning process. The 2003 LRDP Supplement anticipates continued growth, focuses on the importance of interdisciplinary teaching and research, and desires to retain and enhance the quality of the campus environment. .

The University of Utah's Board of Trustees approved the "Long Range Development Plan – 2003 Supplement" in September 2004, as did the State of Utah Board of Regents, November 2004.

The University respectfully requests the opportunity to present this updated master plan to the Utah State Building Board at the convenience of the board.

Thanks as always for your continuing support and service.

Sincerely,

Michael G. Perez
Associate Vice President

c: Arnold B. Combe, Vice President Administrative Services, University of Utah
Kenneth Nye, Deputy Director, DFCM

Enclosures: (25) copies of LRDP -2003 Supplement, Executive Summary
(1) Compact Disk, LRDP – 2003 Supplement, Power point presentation

I:/DFCM&BldgBoard. BldgBd LRDP Supplement Update.KStepan 121704

Associate Vice President Facilities Management
1795 East South Campus Dr Rm 219
V.Randall Turpin University Services Building
Salt Lake City, Utah 84112-9404
(801) 581-6510
FAX (801) 581-6081

EXECUTIVE SUMMARY

Development of the University of Utah campus since 1997 has been dramatic in both scope and impact. To assess the challenges and opportunities represented by recent events, the University embarked in early 2003 on an update to its 1997 Long Range Development Plan (LRDP). This report represents the first phase of inquiry, intended to **address immediate planning concerns** and to **inform the current Strategic Planning process**. In turn, the vision that emerges from the Strategic Plan should guide a more comprehensive physical planning process.

Scope of Study



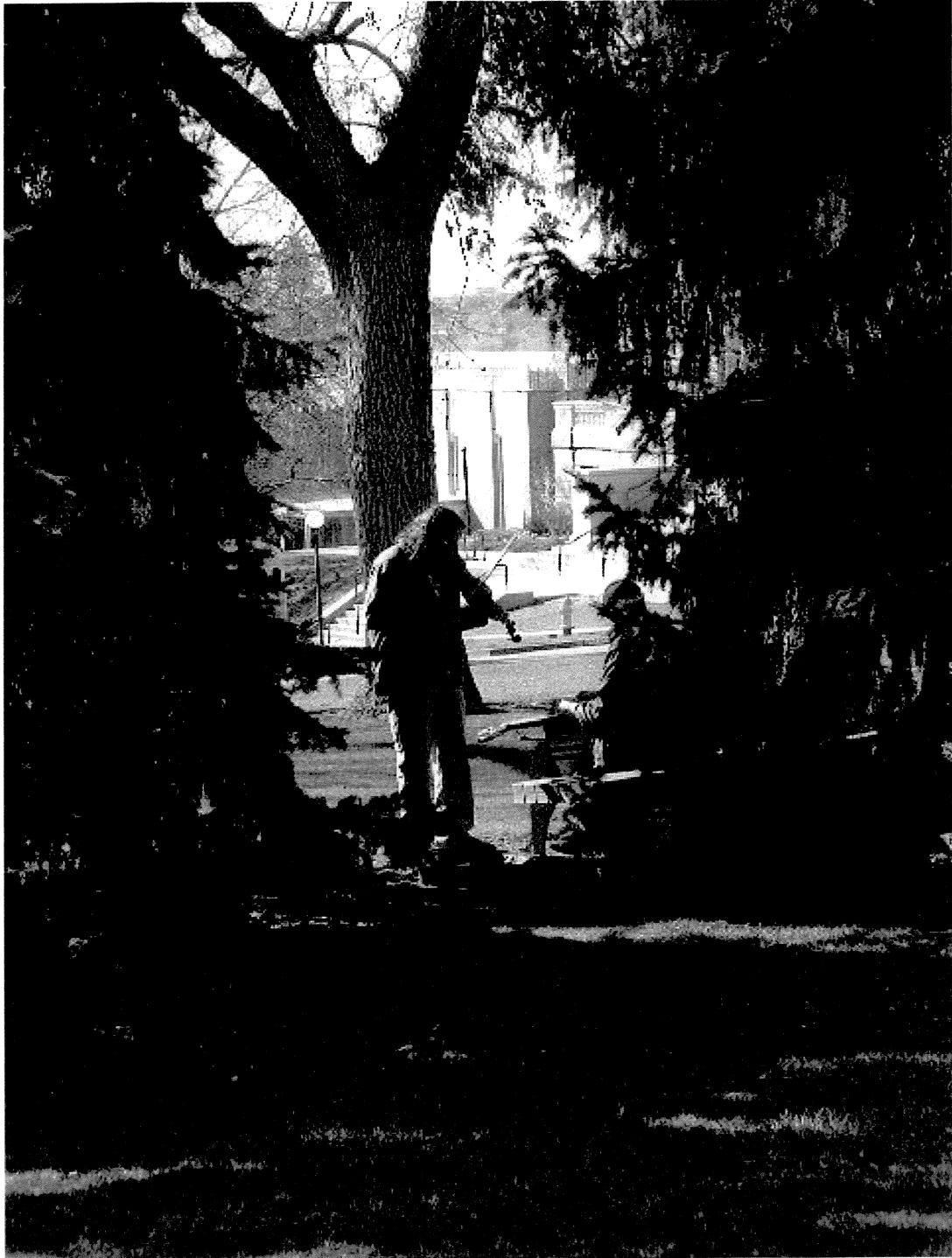
To assist with this effort, the University engaged a consultant team lead by Hanbury Evans Wright Vlattas + Co. The planning team has:

- addressed **current planning needs** such as the siting of new buildings for the Health Science Center, College of Engineering and College of Health;
- reviewed **the recommendations of the 1997 LRDP** for their applicability to present circumstances;
- analyzed **campus land use patterns and movement systems**, both current and future;
- proposed guidelines to promote **sustainable and ecologically-responsive development** on the campus;
- proposed **site development concept drawings** for key precincts of campus, including the Health Science Center and golf course; and
- highlighted **issues uncovered in the discovery process** which merit consideration during the University Strategic Planning activity.

Key Findings

Major findings and recommendations of this study include:

- All new capital projects need to support a **clear campus diagram** of pedestrian links, transit flow, and open spaces.
- Moderate population growth and academic initiatives will exert slow, steady **pressure on land use, facilities and infrastructure**.
- Governance policies and physical locations are needed to support the University's **emphasis on interdisciplinary research**.
- Extension of the TRAX light rail system into the campus will fundamentally alter **patterns and concentrations of movement**.
- The University needs a **review and approval process for capital projects** that protects and implements the goals of the LRDP.
- The University needs to embrace the concept of a **sustainable campus** out of practical necessity, educational imperative, and as a public policy leader.
- As the "land bank" for campus growth, **the Golf Course property will inevitably be developed**, and planning needs to begin now.



MAJOR FINDINGS

A Clear Campus Diagram

The key issue facing this initial planning phase was to conceive of a **system of physical linkages** across campus that each near-term capital project can reinforce or begin to implement. The resulting diagram of pedestrian, vehicular and visual connections is not dependent on specific uses or building programs, but each of the current projects on the University's development agenda will occupy a critical place in shaping that diagram and ensuring its success.

Utah Demographics

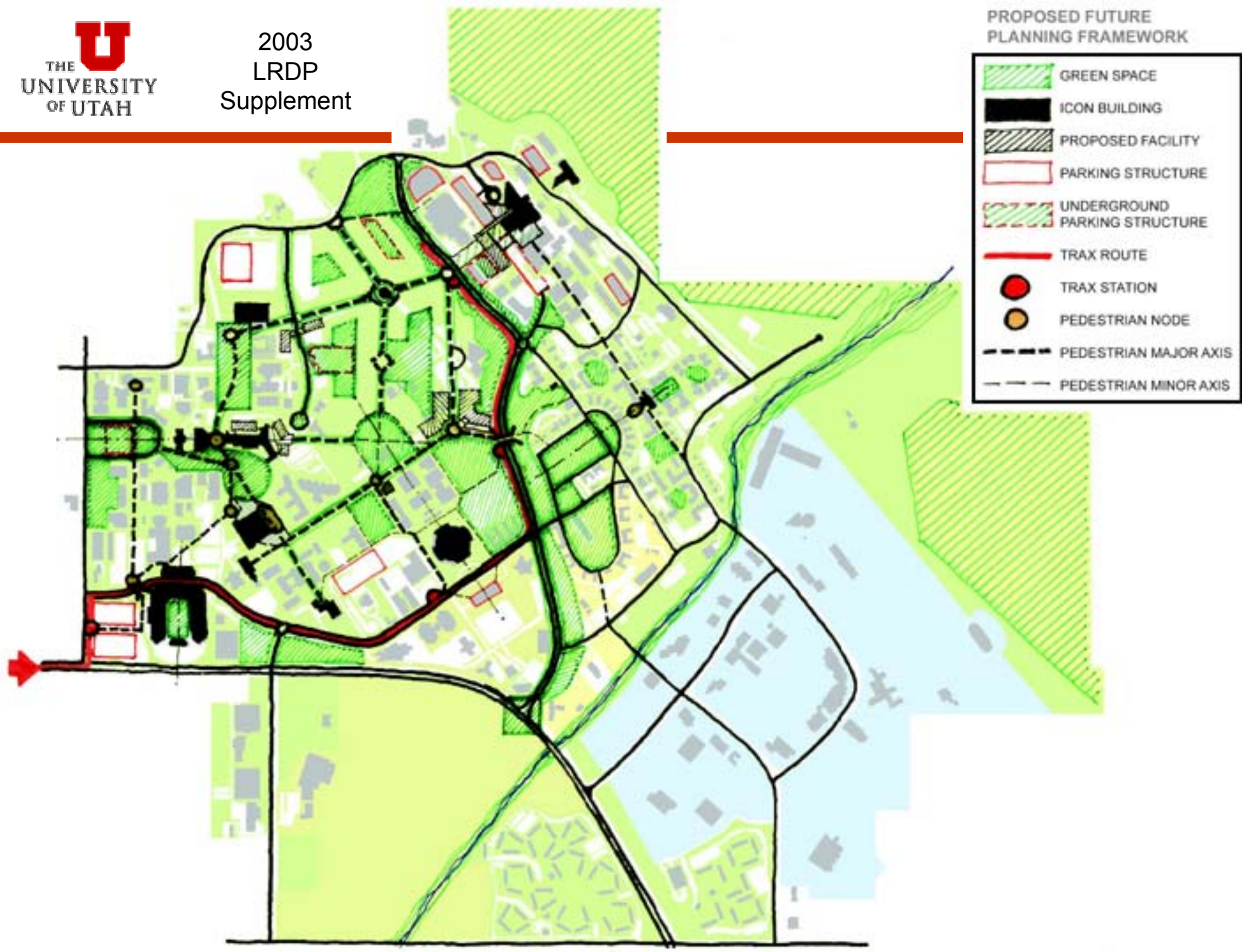
Population growth will not be a primary driver of change on the Utah campus, but will contribute **slow, steady pressure on land use, facilities and support systems**. Several members of the University leadership believe that a combination of enrollment growth and new recruitment initiatives will generate demand for additional on-campus housing. To respond to this pressure, the University should continue to pursue acquisition of the remainder of Fort Douglas, re-conceptualize the role of the Research Park as a center for clinical and support functions, and undertake an updated housing system master plan to gauge the level of unmet demand for student housing.

Interdisciplinary Research & Scholarship

The University needs to create **governance policies and a physical location** to foster the types of collaborative, interdisciplinary research activity that it sees as critical to its future growth and academic reputation. The most abundant opportunities for this research appear to exist in the seams between traditional disciplines such as engineering, health sciences and the basic sciences.

New Transportation Paradigm

Extension of the TRAX light rail transit system into high vehicle-use areas of campus, a project that was completed as of September 2003, will **fundamentally transform patterns and concentrations of movement** at the University. The planning team recommends that the University develop a system of pedestrian links between major campus destinations and the new TRAX stations, and that it study the impact of the light rail system on patterns of travel to the Health Science Center and the northern portion of campus. Transportation and parking analysis must be an initial action of future planning efforts to establish a baseline of data for options.



MAJOR FINDINGS

Creating long-range plans and having the processes in place to ensure their implementation is a requirement for physical excellence of the campus. The University needs to develop a **review and approval process** for all projects that protects and implements the LRDP goals.

Structural Planning Process for All Projects

In consideration of the Academic Strategic Plan, as it is developed, the University should continue to embrace **the concept of a sustainable campus**, incorporating all aspects of environmental stewardship, out of practical necessity and for the opportunity a commitment to a sustainable environment offers as an educational experience.

Sustainability

The University is fortunate to have preserved the Golf Course which can now be used as a critical resource for future growth. With a new conceptual structure of use, pedestrian connections, open space, and utility corridors, this “land bank” will be **pivotal to the growth of the University** over the next 25 years.

Future Use of the Golf Course Site

The University's funding for capital construction is increasingly obtained from non-state sources. Donors, revenue based debt and privatized/turnkey type projects are becoming the norm as state funding becomes more scarce. This new type of funding is inherently project based. It is the recommendation of the consulting team to consider alternate means to fund utility, landscape, public gathering space type projects. At many universities, small increments of project funds are set aside in each project and accumulated to fund these critical campus enhancements.

Funding for Common "Civic" Improvements

There is an opportunity in the future to **enhance the role of the Research Park** in relation to the mission of the University. The Research Park could serve as a clinical services location for the Health Science Center, as a location for the conversion of basic research into marketable products and industries, and as a place for support services that cannot be well served in the core campus pedestrian environment.

Research Park

IMMEDIATE ISSUES

The following projects have pivotal implications, in physical planning terms, for the future of the Health Science Center and the University campus as a whole.

The Moran Eye Center

The transit station across from the new Moran Eye Center is **a vital arrival point for employees, visitors and patients at the Health Science Center**. It is a difficult street crossing and the challenge of a vertical climb is frustrating to Health Science Center patrons. A vital need to accommodate arrival, orientation and movement through the Health Science Center will need to be addressed by future projects at, or adjacent to, the site.

Building 521

The potential demolition of Building 521 is a critical opportunity to introduce a **central civic space into the Health Science Center** that can function as an orientation center, arrival node and retail services hub. Sites and funding need to be found to provide replacement space for the departmental facilities now located in Building 521, but such contingencies should not be allowed to stand in the way of a unique and transformative opportunity.

Primary Childrens Medical Center

While not an immediate project, it is anticipated that PCMC will require a replacement facility or major expansion over the next ten to fifteen years. This very large capital investment represents an opportunity to implement several campus planning goals. The University may begin discussions regarding the **allocation of a site west of Medical Drive for a PCMC expansion or replacement facility**. A new facility here could easily embrace the TRAX station arrival issues, and complete the vertical and horizontal connections across Medical Drive to avoid at-grade pedestrian/vehicular conflicts.

The College of Health

A new College of Health Building is now in the planning stage. The College of Health needs to have **good proximity** to both the physical education and recreation complex at HPER mall, and to the Health Science Center.

IMMEDIATE ISSUES

With a funded expansion already on the list of immediate facilities, there is a need to define the relationship of this project and future projects to the campus whole. The recommended site development option would **bridge across Central Campus Drive**, place the new engineering building as a defining entrance to campus, and shape a pedestrian link to the Health Science Center.

College of Engineering Expansion Options



Olene S. Walker
Governor

Utah State Building Board

4110 State Office Building
Salt Lake City, Utah 84114
Phone (801) 538-3018
Fax (801) 538-3267

MEMORANDUM

To: Utah State Building Board
From: F. Keith Stepan
Date: January 5, 2005
Subject: **Administrative Reports for University of Utah and Utah State University**

Attached for your review and approval are the administrative reports for the University of Utah and Utah State University.

FKS:sll

Attachment



December 17, 2004

Mr. Keith Stepan
Division of Facilities Construction
and Management
4110 State Office Building
Salt Lake City, UT 84114

Reference: Delegated Projects Report for the Meeting of January 5, 2005

Dear Keith:

The status report of delegated projects to the University of Utah is enclosed for the Utah State Building Board.

Please call me at 581-3135 if there are any questions.

Sincerely,

Randall Funk
Interim Director, Campus Design & Construction

Enclosures

c: Mike Perez

Campus Design & Construction
V. Randall Turpin University Services Building
1795 E. South Campus Drive, Rm 201
Salt Lake City, Utah 84112-9403
(801) 581-6883
FAX (801) 581-6081



MEMORANDUM

To: Utah State Building Board
From: Randall Funk
Date: December 17, 2004
Subject: Administrative Reports for University of Utah

The following is a summary of the administrative reports for the University of Utah:

Architect/Engineering Agreements Awarded (Page 1)

Three (3) new Design Agreements.

Construction Contracts Awarded (Page 2)

Two (2) new construction contracts for new space.

Statewide Account (Page 3 & 4)

Completed projects removed. Reallocation of roofing surplus projects added.

Improvements Account (Page 5)

Completed projects removed.

Report of Contingency Reserve Fund (Page 6 & 7)

Two transfers out of contingency reserve this month.

Report of Project Reserve Fund Activity (Page 8)

No change since last report.

Attachments

University of Utah
Architect/Engineer Agreements
Awarded from October 29, 2004 to December 17, 2004

Design						
Project No.	Project Name	Firm Name	Project Budget	Contract Amount	Comments	
0001-12453	John R. Park Building - Room 309 Remodel	Gould Evans & Associates	\$248,000	\$14,526	Award Date 12 November 04	
0053-12480	A. Ray Olpin Union Building - Cyber Café Expansion	Gould Evans & Associates	\$240,000	\$13,400	Award Date 14 December 04	
0700-12357	Student Apartments Roof Replacement of Buildings 400D, 500A 500B, 500C and 500D	Timmerman Associates/ Architects	\$235,000	\$5,635	Award Date 17 December 04	
Programming						
Project No.	Project Name	Firm Name	Const. Budget	Contract Amount	Comments	

Study						
Project No.	Project Name	Firm Name	Const. Budget	Contract Amount	Comments	

University of Utah
Construction Contracts
Awarded from October 29, 2004 to December 17, 2004

Construction - New Space					
Project No.	Project Name	Firm Name	Design Firm	Const. Budget	Contract Amount Comments
0323-12105	Red Butte Garden - Head House Addition	J.L Hardy Construction	MJSA Architecture	\$187,000	\$226,968 Donor Selected 5 Contractors for Bidding Issued 8 November
0085-11621	Henry Eyring Building - 'Gauss Haus'	Okland Construction Company	AJC Architects	\$7,400,000	\$5,652,000 Value Based Selection Issued 17 December
Construction - Remodeling					
Project No.	Project Name	Firm Name	Design Firm	Const. Budget	Contract Amount Comments
Construction - Site Improvement					
Project No.	Project Name	Firm Name	Design Firm	Const. Budget	Contract Amount Comments

SUMMARY OF THE STATEWIDE ACCOUNT
UNIVERSITY OF UTAH
December 17, 2004

Project Number	Project	State Funds	UofU Funds	Total Proj. Budget	Previous Encumb.	Current Encumb.	Total Encumb.	Variance	Project Status
LIFE SAFETY - 1430									
Budget Balance at Start of Period									
8807-10974	Campus Fire Detection & Suppression Ph1	110,146	0	110,146					
8807-11074	Fire Safety - Various Improvements	74,491		74,491	20,501	20,501	20,501	53,991	Ongoing Project
		31,377		31,377	6,515	31,377	31,377	0	Complete
Total Projects		105,868	0	105,868	24,862	27,016	51,878	53,990	
Total Uncommitted Budget		4,278		4,278					
ROOF REPAIR - 1432									
Budget Balance at Start of Period									
8911-11796	Emergency Roof Repairs - Fy 2003 & 2004	1,555,417	0	1,555,417					
8911-11942	Roofing: Energy and Mineral 056	98,239		98,239	96,895	1,344	98,239	-	Complete
8911-11943	Roofing: Hedco Bldg 057	69,000	0	69,000	0	0	0	69,000	Construction
	2005FY Projects:	140,000	0	140,000	21,050	309,151	330,201	- 190,201	
DFCM 04077	Roofing: HPER East #091	245,850		245,850					
DFCM 04077	Roofing: HPER North #092	155,100		155,100					
DFCM 04077	Roofing: HPER #090	176,000		176,000					
Total Projects		884,189	0	884,189	117,945	310,495	428,440	455,749	
Total Uncommitted Budget									
8911-12308	Reallocation of Roofing Surplus Funds	265,000		265,000					Scope/Program
8911-12309	John Widtsoe Bldg	225,000		225,000					Scope/Program
	Alfred Emery Bldg	50,238		50,238					
8911-12457	James Fletcher Bldg	130,990		130,990					
Total Projects		0		0	29,250	29,250	29,250	101,740	Scope/Program
Total Uncommitted Budget									
PAVING - 1433									
Budget Balance at Start of Period									
8836-10980	Business Loop Road Paving	1,420,264	1,028,139	2,448,403					
8836-11939	Paving: 1925 East Campus Road	1,138,556	1,028,139	2,166,695	2,068,814	-4,039	2,064,775	101,920	Construction
	2005FY Projects:	0	0	0				0	Canceled
8836-12310	HCI Circle Road Reconstruction	100,000		100,000				0	Scope/Program
8836-12315	HDW Upper Loop Road Reconstruction	75,000		75,000					Scope/Program
8836-12316	Red Butte Access Road Reconstruction	10,000		10,000					Scope/Program
8836-12317	Bldg 245 Access Road Reconstruction	75,000		75,000					Scope/Program
8840-12319	Red Butte Visitor Ctr Parking and Roadway Slurry	35,000		35,000					Scope/Program
Total Projects		1,433,556	1,028,139	2,461,695	1,554,505	-4,039	2,064,775	396,920	
Total Uncommitted Budget		-13,292		-13,292					

ENERGY CONSERVATION - 1434									
Budget Balance at Start of Period									
Total Projects									
Total Uncommitted Budget									
ADA / ASBESTOS -									
Budget Balance at Start of Period									
8826-11944	Hazardous Materials Abatement Fund	A, S04	50000	50000					
8826-12393	2005FY Projects: Asbestos Removal FY2005		25,000	0	25,000	24,117	883	25,000	-
Total Projects									
Total Uncommitted Budget									
TOTALS									
CURRENT AVAILABLE BALANCE									

KEY:
A - Projects From Priority List
D - Projects Traded in Lieu of those on Priority List
E - Projects Added to List
F - Projects Funded from Prior Years
S - Funds Held By DFCM

SUMMARY OF THE IMPROVEMENTS ACCOUNT

UNIVERSITY OF UTAH
December 17, 2004

Project Number	Project Manager	Project	State Funds	Unf Funds	Project Budget	Previous Encumb.	Current Encumb.	Total Encumb.	Variance	Project Status	% Comp.	Phase Date
Budget Balance at Start of Period			15,371,796	126,392	15,498,188							
8804-11672	SFJ	East Campus Electrical Upgrades	802,650	-	802,650	80,900	-54,550	26,350	776,300	Construction	60%	10/12/04
8804-11603	RWP	Electrical System Imp. Phill	1,317,823	56,870	1,374,693	1,341,319	23,972	1,365,291	9,401	Construction	34%	03/22/04
8804-11610	RWP	Fort Douglas - Infrastructure Imp. Ph V	1,174,030	-	1,174,030	1,060,903	953	1,061,856	112,174	Construction	57%	03/15/04
0026-11675	BMR	SW - ADA Elevator Upgrade Design	380,277	69,522	449,799	440,424	-373	440,051	9,748	Subst. Complete	99%	02/17/04
0839-11676	JRH	BehS - Concrete/Steel Repairs	430,415	-	430,415	108,424	328,316	436,740	-	Study	1%	03/23/04
0001-11932	AEP	Park Building Structural Study & Comice Repair	370,400	-	370,400	294,035	-308	293,727	6,325	Documents	35%	07/15/04
8900-11825	PV	Utilities Infrastructure Needs Assessment	323,230	-	323,230	309,068	0	309,068	14,162	Ongoing	10%	04/12/04
0005-11671	RWP	UMNH Fire System Upgrade	705,370	-	705,370	465,216	2,989	468,205	237,165	Construction	12%	06/29/04
0521-11673	LJH	SOM Fume Hood Upgrade Ph 1	1,629,882	-	1,629,882	1,598,409	1,732	1,600,141	29,741	Complete	23%	04/09/04
0091-11674	SFJ	HPER Complex Fire Detection & Supp	884,295	-	884,295	670,784	5,000	675,784	208,511	Construction	82%	08/01/03
8807-11716	SFJ	FIRE ALARM TRANSMISSION CAMPUS WIDE	296,021	-	296,021	279,373	0	279,373	16,648	Construction	95%	02/05/04
0007-11933	RWP	Life Science Bldg: Fire Detection & Suppression Upgrd	337,712	-	337,712	334,128	914	335,042	2,670	Complete	95%	08/20/04
0372-11934	SFJ	Kennecott Bldg: Fire Detection & Suppression Upgrd	349,510	-	349,510	290,672	3,143	293,815	55,695	Documents	1%	03/31/04
0568-11938	SFJ	Nursing Building Fire Suppression System	548,307	-	548,307	72,104	0	72,104	-	Scope/Program		11/03/04
0064-12123	MG	MEB, Chiller & Controls Replacement	235,000	-	235,000	60,171	2,163	62,334	470,866	Scope/Program		01/26/05
0530-12124	LJH	Wintrobe Fume Hood Exhaust System Upgrade	533,200	-	533,200	472,040	52	472,092	888,408	Construction		03/14/05
0302-12251	KRC	East Campus Chiller Plant-Upgrade to 2000 Ton Chiller	1,340,500	-	1,340,500	264,089	-29	264,060	25,140	Subst. Complete		12/08/04
0066-12126	RWP	PMT Fire Alarm and Sprinkler System	289,200	-	289,200	211,300	76	210,708	592	Pre-Construction		08/26/04
0040-12127	MG	SSB Chiller Replacement	211,300	-	211,300	142,356	385,353	527,709	43,491	Construction		06/09/05
0054-12122	SFJ	OSH Fire Alarm and Sprinkler System	571,200	-	571,200	65,193	404,220	438,050	-	Scope/Program		11/03/04
0085-12128	MG	HEB Chemistry Bldg Cooling Tower Replacement	400,000	-	400,000	500	123,839	124,339	150,661	Construction		03/28/05
0084-12129	RWP	Biology Fire Alarm and Sprinkler System	636,000	-	636,000	651,000	0	651,000	127,966	Scope/Program		11/03/04
8800-12284	TEC	Campus Security System Replacement Phase I	275,000	-	275,000	562,500	0	562,500	548,846	Scope/Program		06/22/04
8844-12130	MG	Drought Tolerant Landscaping at Heritage Commons	210,000	-	210,000	28,000	0	28,000	-	Complete		09/17/04
8829-12296	MG	Replace VFD's on Campus	651,000	-	651,000	64,000	0	64,000	64,000	Scope/Program		09/27/04
8905-12421	MG	KUER Radio Transmission Upgrade	562,500	-	562,500	7,345,759	311,788	7,657,547	-	Scope/Program		
		Emergency Allocation-Electrical Distribution System	28,000	-	28,000		0					
Total Projects			15,556,822	126,392	9,676,313	7,345,759	311,788	7,657,547	64,000			
Total Uncommitted Budget			185,025	-	-	-	-	-	-			

KEY:

- A - Projects From 2002-2003 Priority List
- D - Projects Traded in Lieu of those on Priority List
- E - Projects Added to 2002-2003 List
- F - Projects Funded from Prior Years
- S - State Holding Funds
- U - University of Utah Holding Funds

01-00341-7000-05105

University Of Utah
Report Of Contingency Reserve Fund
For the Period of October 29, 2004 to December 17, 2004

PROJ. NO.	DESCRIPTION	CURRENT TRANSFERS	TOTALS TRANSFERS FROM CONTINGENCY	% TO CONSTR. BUDGET	PROJECT STATUS
	BEGINNING BALANCE	1,315,942.93			
	INCREASES TO CONTINGENCY RESERVE FUND				
	DECREASES TO CONTINGENCY RESERVE FUND				
	NEW CONSTRUCTION				
	REMODELING				
8804-11603	12470 Volt System Conversion, Phase III	-24,198.12			
8840-10980	Business Loop Road Paving	-66,833.53			
	PLANNING / OTHER				
	ENDING BALANCE	1,224,911.28			
01-00341-7000-05107					

University Of Utah
Contingency Reserve Fund

		Contingency Budget Percentage	LAST QUARTERLY REPORT August-04		CURRENT QUARTERLY REPORT December-04		Current Project Status
			Transfers From Contingency	% Of Construction Budget	Transfers From Contingency	% Of Construction Budget	
Project No.	Description						
8804-11603	12470 Volt System Conversion, Phase III				-24,198.12		
8840-10980	Business Loop Road Paving				-66,833.53		
Total Transfers			0		-91,031.65		

University Of Utah
 Report Of Project Reserve Fund Activity
 For the Period of October 29, 2004 to December 17, 2004

PROJECT NUMBER	PROJECT TITLE	TRANSFER AMOUNT	DESCRIPTION FOR CONTINGENCY TRANSFER	% OF CONSTR. BUDGET
	BEGINNING BALANCE	141,120.88		
	INCREASES TO PROJECT RESERVE FUND:			
	DECREASES TO PROJECT RESERVE FUND:			

CURRENT BALANCE OF PROJECT RESERVE: 141,120.88



OFFICE OF THE VICE PRESIDENT
FOR FINANCE AND BUSINESS
1445 Old Main Hill
Logan, UT 84322-1445
(435) 797-1146
FAX: (435) 797-0710

15 December 2004

F. Keith Stepan, Director
Division of Facilities Construction
and Management
4110 State Office Building
Salt Lake City, Utah 84114

Dear Keith:

SUBJECT: USU Administrative Reports for January 2005 Building Board Meeting

The following is a summary of the administrative reports for USU for the period 10/27/04 to 12/15/04:

Professional Contracts, 1 contract issued (Page 1)

No significant items.

Construction Contracts, 3 contracts issued (Page 2)

Item 1, Fume Hoods Biology/Natural Resources - Because of the favorable bids received on this project, \$33,387.75 has been added to the Project Reserve Fund.

Report of Contingency Reserve Fund (Page 3)

Science Engineering Research Utility Corridor - The cost to relocate and recertify the fuel tank was significantly higher than anticipated resulting in \$25,351.86 being needed from the contingency reserve. Cable and other materials to extend the wiring connections in the utility corridor required \$10,516.78 from the contingency reserve.

Report of Project Reserve Fund Activity (Page 4)

The Project Reserve Fund increased by \$33,387.75 due to the favorable bids received on the Fume Hoods Biology/Natural Resources project.

Current Delegated Projects List (Pages 5-6)

No significant changes.

Representatives from Utah State University will attend the Building Board meeting to address any questions the Board may have.

Sincerely,

A handwritten signature in dark ink, appearing to read "Kevin C. Womack".

Kevin C. Womack
Associate Vice President for
Business and Finance

KCW/jm

c: Darrell E. Hart
Stanley G. Kane
Brent Windley



Office of the Vice President for Business and Finance
1445 Old Main Hill
Logan, UT 84322-1445

Professional Contracts Awarded From 10/27/04 to 12/15/04

Contract Name	Firm Name	Budget	Fee Amount	Comments
MISCELLANEOUS CONTRACT				
1 Science Engineering Research Utility Corridor	Xerxes Corporation		\$2,200.00	Fuel tank/generator recertification hired by State Fleet
Total		\$0.00	\$2,200.00	

Construction Contracts

Awarded From 10/27/04 to 12/15/04

Project	Firm Name	Design Firm	Const Budget	Contract Amt	Comments
1 Fume Hoods Biology/Natural Resources	Bailey Construction	Spectrum Engineers	\$667,597.75	\$634,210.00	\$33,387.75 added to Project Reserve Fund
MISCELLANEOUS CONTRACTS					
2 Science Engineering Research Utility Corridor	Kleinfelder Company			\$29,152.00	Fuel tank/generator relocation hired by State Fleet
3 Science Engineering Research Utility Corridor	Anixter, Inc.			\$28,196.78	Materials only
Total			\$667,597.75	\$691,558.78	

Report of Contingency Reserve Fund

From 10/27/04 to 12/15/04

Project Title	Current Transfers	Total Transfers To (From) Contingency	% to Construction Budget	Project Status	% Completed (Paid)
BEGINNING BALANCE	\$524,178.60				
INCREASES TO CONTINGENCY RESERVE FUND					
None					
DECREASES TO CONTINGENCY RESERVE FUND					
Science Engineering Research Utility Corridor (Relocate fuel tank/Materials/Tree removal)	(36,338.14)	(36,338.14)	4.09%	Partial Completion/DFCM	92%
Buried Natural Gas Pipe Replacement (Repair broken gas line/Relight gas)	(228.00)	(651.00)	79.00%	Construction	90%
Guard Rails/Hand Rails (Patch carpet)	(68.00)	(8,463.10)	4.22%	Substantial Completion	96%
ENDING BALANCE	\$487,544.46				

Report of Project Reserve Fund Activity

From 10/27/04 to 12/15/04

Project Title	Transfer Amount	Description	% of Construction Budget
BEGINNING BALANCE	\$125,185.88		
INCREASES TO PROJECT RESERVE FUND			
Fume Hoods Biology/Natural Resources	33,387.75	Construction budget exceeded bid amount	5.00%
DECREASES TO PROJECT RESERVE FUND			
None			
ENDING BALANCE	\$158,573.63		

Current Delegated Projects List

12/15/04

Project Number	Project Name	Phase	Project Budget
CAPITAL DEVELOPMENT/IMPROVEMENT			
8-81065	Guard Rails/Hand Rails	Substantial Completion	\$250,000
8-81081	Fume Hoods Biology/Natural Resources	Partial Completion/Design	905,000
8-81132	Transformer/High Voltage Distribution Line/Water System (2001 Utility Upgrade)	Partial Completion	990,000
8-81083	Campus Air Conditioning Phase II	Substantial Completion	500,035
8-80409	Housing Fire and Life Safety Improvements	Partial Completion/Design	2,500,287 *
8-81100	Veterinary Science Electrical/Mechanical Upgrade	Substantial Completion	388,174
8-81134	Fine Arts Visual Fire Alarm/Generator Upgrade	Substantial Completion	194,732
A12309	Campus Safety Lighting 2-3	Partial Construction	377,000
	Electrical Cabling from North Sub-Station	Pending	200,000
8-80527	Campus Fiber Optic Enhancements	Substantial Completion	800,049
8-81133	Water Tank Retrofit/Stabilize Reservoir	Substantial Completion	183,000
8-81136	Water Lab Fire Alarm Upgrade	Substantial Completion	116,266
8-81101	Athletic Locker Room/Office Facility	Design	1,374,970
8-81096	Lab Animal Research Center Addition	Substantial Completion	297,691
8-81009	Technical Support Services Renovation	Design	691,937
8-81140	Tunnel Extension - Edith Bowen Area	Partial Construction	1,000,000
8-81107	Central Plant Chiller Addition (Natural Resources & Spectrum)	Construction	2,394,799
8-81141	Buried Natural Gas Pipe Replacement	Substantial Completion	100,000
8-81143	Steam/Condensate Pipe Replacement	Substantial Completion	320,000
8-81138	Nutrition & Food Science Fire Alarm Upgrade	Substantial Completion	123,163
8-81137	Lundberg Fire Escape	Design	50,000
8-81139	New Well	Study	350,000
8-81019	Veterinary Science Fire Pumps/Generator	Design	350,000
8-80530	Inside Wiring Phase I	Substantial Completion	1,835,000
8-81145	CPD Fire Alarm Upgrade	Design	165,841
8-81108	Recital Hall	Construction	10,118,528 *
8-80346	University Inn Renovation	Construction	719,825
	Brigham City Campus Remodel	Pending	450,000 *
8-81142	Romney Stadium Turf	Substantial Completion	750,042
8-81109	HPER Upgrades (Floors, A/C, Locks, Fire Alarms)	Partial Completion/Design	1,040,719
8-81013	Lund Hall Chiller Replacement	Substantial Completion	79,382
8-81021	Central Energy Plant Electrical Upgrade	Construction	350,000

8-81022	Central Energy Plant Chillers	Construction	600,000
8-81023	Art Barn Electrical Upgrade	Design	20,000
A11554	Agricultural Science Electrical Upgrade	Pending	100,000
	Science Engineering Research Utility Corridor	Partial Completion/DFCM	1,000,000
	Education Overhead Fire Doors Replacement	Pending	80,000
	Veterinary Science Fume Hood Upgrades	Pending	500,000
8-81016	Nelson Fieldhouse Mezzanine	Substantial Completion	638,454
8-80321	Spectrum Floor Replacement	Construction	86,029
A08001	Inside Wiring Phase II	Construction	415,000
A12107	SCADA High Voltage Controls	Construction	335,875
LIFE SAFETY (STATEWIDE)			
8-81058	Ag Science Elevator/Communications	Construction	126,623
PAVING (STATEWIDE)			
8-81114	North Campus (Originally A-2 Parking Lot Overlay)	Construction	60,000
8-81114	900 East Rebuild	Pending	64,600
8-81144	Miscellaneous Paving	Pending	16,180
ROOFING (STATEWIDE)			
8-81008	Miscellaneous Roofing	Pending	43,539
ENERGY & WATER CONSERVATION (STATEWIDE)			
8-81088	UWRL Lighting/Occupancy	In-house Installation	112,000
8-81144	Insulate Condensate Lines	Partial Completion	200,000
TOTAL (49)			<u>\$34,364,740</u>

* Project management delegated to USU.



Olene S. Walker
Governor

4110 State Office Building
Salt Lake City, Utah 84114
Phone (801) 538-3018
Fax (801) 538-3267

Utah State Building Board

MEMORANDUM

To: Utah State Building Board
From: Shannon Lofgreen
Date: December 21, 2004
Subject: *2005 Building Board Meeting Schedule*

The following is the 2005 Building Board meeting schedule for approval by the Utah State Building Board. The meetings will begin at 9:00 a.m., unless specified different on the agenda.

DATE	LOCATION
Wednesday, January 5, 2005	House of Representatives Building Room W125
Wednesday, February 2, 2005 Wednesday, January 26 (afternoon meeting with the Capital Facilities Committee)	TBA
Wednesday, March 16, 2005	House of Representatives Building Room W125
Wednesday, May 4, 2005 Wednesday, April 13, 2005	TBA
Wednesday, June 1, 2005	TBA
Wednesday, July 6, 2005	TBA
Wednesday, August 3, 2005	TBA
Wednesday, September 7, 2005 Friday, September 16, 2005 (includes joint meeting with Board of Regents)	Utah State University
Wednesday, October 5, 2005 & Thursday, October 6, 2005 (Capital Development hearings)	TBA
Thursday, October 20, 2005 (Capital Development recommendations)	TBA
Wednesday, November 2, 2005 Wednesday, November 30, 2005	TBA
Wednesday, December 7, 2005	TBA



Olene S. Walker
Governor

Utah State Building Board

4110 State Office Building
Salt Lake City, Utah 84114
Phone (801) 538-3018
Fax (801) 538-3267

MEMORANDUM

To: Utah State Building Board
From: F. Keith Stepan
Date: January 5, 2005
Subject: **Administrative Reports for DFCM**

The following is a summary of the administrative reports for DFCM.

Lease Report (Pages 1 - 2)

New Leases

Item 1, the increase in lease rate for this lease is a result of moving this program from a very old residential type facility to a commercial facility that matched the needs of the program. The new facility will provide better customer service and more efficient program delivery.

Item 2, the decrease in lease rate for this lease reflects the minimal level of tenant improvements that were required in the new location. The facility did not need any major improvements to accommodate the program.

Amendments

Item 4, the growth of this program created the need for additional space. In addition to the program growth, the facility was in need of a major remodel. To keep DHS in the city owned building the city offered to expand and remodel the facility to fit DHS's needs. The new lease rate reflects the costs of remodeling and increasing the space at cost to the city. The new lease rate is at or below market for Manti.

Item 5 and 6 – The rate change on these leases is a result of tenant improvement needed to accommodate growth and programmatic needs of the agencies.

Architect/Engineering Agreements Awarded, 22 Agreements Issued (Pages 3 - 4)

No significant Items.

Construction Contracts Awarded, 28 Contracts Issued (Pages 5 - 6)

Item 1, WSU Swenson Building Renovation

This is a CM/GC agreement, with the initial agreement only including preconstruction services. The balance of the construction costs will be added by change orders.

Item 3, Dixie State College Burns Arena Fire Alarm System Replacement

This contract was awarded on a sole source basis to be compatible with the campus wide alarm system.

Director Stepan also waived the bonding requirements.

Item 11, SPRY Agriculture Bldg. HVAC Controls Upgrade

This contract was awarded on a sole source basis to Utah Controls, since they are the only authorized vendor in this area for the CSI/TAC control system. Director Stepan also waived the bonding requirements. Additional funds of \$6,439 were transferred from the Project Reserve fund to award this construction contract.

Construction Contracts Awarded Continued

Item 12, Highway Patrol Technical Support Bldg. HVAC Units Replacement

Balance of construction budget was transferred to the Project Reserve fund per policy.

Item 17, DWS Metro Bldg. HVAC System Upgrade

This contract was awarded on a sole source basis to Utah Controls, since they are the only authorized vendor in this area for the CSI/TAC control system. Additional funds of \$13,272 was transferred from the Project Reserve fund to award this construction contract.

Item 23, DOT MTF Bldg. Air Compressor Upgrade

This was handled as an invitational bid selection, however all bids were over the maximum allowed for this bidding process. Director Stepan waived the advertising, bonds, and the maximum amount requirement, as the low bid was only \$498 over the threshold where these requirements kick in.

Report of Contingency Reserve Fund (Page 7)

Increases

The increase is the State's share of the budgeted contingency for this Development project.

Decreases, New Construction

DOT Roosevelt Maintenance Station Addition

This covers change order #5 for an A/E error to move the indirect heating system to the correct location.

Decreases, Remodeling

Ogden District Court Bldg. 4th Floor Build-out

This transfer covers change orders #1 – 3, 5 and #6 for various items. This includes, ADA scope changes required by Building Official, fire insulation needed for multi-purpose room steel supports, solid window sills to match rest of building, fire sprinkling system access panel to isolate the video arraignment room.

WSU Engineering Tech Bldg. concrete upgrades phase 1

This change order is for unknown conditions for additional concrete and a retaining wall that was discovered upon demolition, and a scope change partially funded by WSU, to change the location and direction of the new stairs on the north side to meet a future master plan.

Dixie State College 100 S. Roadway Crossing Improvements

This transfer covers the balance of change order #1 not previously transferred. The change order covered many items, as reported in the November Board meeting, related to the traffic light installation.

State Developmental Center Willowcreek Building Remodel

Change order #12 is for omissions and unknowns' cabinet work, new water tank aquastats for the hot water system, and some electrical work.

Report of Project Reserve Fund Activity (Page 8)

Increases

These items reflect savings on projects that were transferred to Project Reserve per statute.

Decreases

The decreases for the DWS Metro HVAC Upgrade and Agriculture HVAC improvements are to award the construction contracts as stated above in the construction contracts awarded section.

Statewide Planning Fund (Page 9)

No changes

Emergency Fund Report (Page 10)

The increases are reallocated improvement funds approved at the November Board meeting. The decreases cover three furnace repairs at the Chase Fine Arts Home, and State Hospital steam line and tunnel emergency repairs, which were noted at the November Board meeting.

FKS:DDW:sl

Attachment

LEASE REPORT From 10/23/04 to 12/14/04

No	Agency/Location	Services	Space Type	Lease Term	Square Feet Old New	Cost/Sq. Ft. Old New	Comment
----	-----------------	----------	------------	------------	------------------------	-------------------------	---------

NEW LEASES

1.	Human Services, Child and Family Services Orem	Full	Office	5 Yrs.	3,856 4,591	\$ 4.68 \$17.33	New location, program growth.
2.	Human Services, Child and Family Services Salt Lake City	Full	Office	5 Yrs.	5,482 8,870	\$17.45 \$11.50	New location, program reorganization and program growth.
3.	Human Services, Child and Family Services West Valley	Full	Office	4 Yrs.	13,923 18,620	\$17.24 \$17.82	New location, program reorganization and program growth.
4.	Public Safety Highway Patrol, Nephi	Full	Office	10 Yrs.	660 1,851	\$ 7.00 \$12.00	New location (County Facility) and program growth.

AMENDMENTS

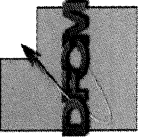
1.	Alcoholic Beverage Control, Ogden	Net	Parking	3 Yrs.	3,600 3,600	\$ 0.09 \$ 0.10	Renewal, increase to market.
2.	Education, Office of Rehabilitation Brigham City	Full	Office	1 Yr.	1,200 1,200	\$10.25 \$11.00	Renewal, increase to market.
3.	Education, DSBVI St. George	Full	Office	5 Yrs.	400 400	\$10.80 \$10.80	Renewal, no change.

DFCM

Division of Facilities Construction and Management
4110 State Office Building, Salt Lake City, UT 84114
Telephone (801) 538-3018 FAX (801) 538-3267

LEASE REPORT From 10/23/04 to 12/14/04

No	Agency/Location	Services	Space Type	Lease Term	Square Feet Old New	Cost/Sq. Ft. Old New	Comment
4.	Human Services, Child and Family Services Manti	Full	Office	5 Yrs.	3,684 4,398	\$ 8.50 \$16.00	Renewal, increase in space for program growth and rate change for tenant improvements.
5.	National Guard, Recruitment, Orem	Net	Office	8 Mos.	1,334 1,334	\$21.13 \$21.76	Renewal, increase to market.
6.	Public Safety Driver License, Delta	Partial	Office	5 Yrs.	600 600	\$ 4.50 \$ 7.00	Renewal, increase in rate for tenant improvements.
7.	Public Safety Highway Patrol, Moab	Full	Office	5 Yrs.	392 2,193	\$ 6.00 \$10.00	Renewal, increase in space for program growth and rate change for tenant improvements.
8.	Workforce Services Panguitch	Full	Office	Same	2,453 2,169	\$15.30 \$15.30	Reallocation of space between DWS and DHS.
9.	Human Services, Child and Family Services Panguitch	Full	Office	Same	954 1,238	\$15.30 \$15.30	Reallocation of space between DWS and DHS.



Division of Facilities Construction and Management

4110 State Office Building Salt Lake City, UT 84114

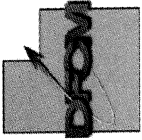
Professional Contracts Awarded From 10/28/2004 To 12/15/2004

Design

<u>Agency</u>	<u>Contract Name</u>	<u>Firm</u>	<u>Type</u>	<u>Budget</u>	<u>Contract Amt</u>
1 FAIR	FAIRPARK ADMIN BLDG ROOFING IMPROVEMENTS	WCA STRUCTURAL ENGINEERING INC.	DESIGN	\$5,000.00	\$5,000.00
2 SLCC	SLCC SCC MAIN BLDG SHOP FIRE SPRINKLER SYSTEM INSTALL	COOPER ROBERTS SIMONSEN ARCHITECTS	DESIGN	\$10,027.00	\$8,500.00
3 SLCC	SLCC SCC METASY'S CONTROLS FOR VARIOUS BLDGS	SPECTRUM ENGINEERS INC	DESIGN	\$14,290.00	\$11,500.00
4 DFCM	PROVO REG CTR FIRE ALARM UPGRADE	PROTECTION CONSULTANTS INC	DESIGN	\$31,200.00	\$26,500.00
5 SLCC	SLCC RRC VARIOUS BLDGS TUNNEL LIGHTING/EXIT SIGNS/ EMER GEN	THOMAS & KOLKMAN ENGINEERING CO INC	DESIGN	\$34,300.00	\$28,500.00
6 WSU	REPL OF STEAM, COND & DOMESTIC PIPING - BLDGS 3, 4 & TUNNEL D	WHW ENGINEERING INC	DESIGN	\$76,600.00	\$76,500.00
7 SNOW	CENTRAL HEATING PLANT UPGRADE	INTERMOUNTAIN CONSUMER PROF ENGRS	DESIGN	\$134,000.00	\$109,428.00
8 PARKS	YUBA LAKE ST PK PAINTED ROCKS CMPGRD PAVING	JOHANSEN & TUTTLE ENGINEERING	DESIGN	\$11,700.00	\$10,000.00
9 SLCC	JORDAN CAMPUS HEALTH SCIENCES CENTER	GILLIES STRANSKY BREMS SMITH	DESIGN	\$1,484,600.00	\$1,483,354.00

Miscellaneous Services

<u>Agency</u>	<u>Contract Name</u>	<u>Firm</u>	<u>Type</u>	<u>Budget</u>	<u>Contract Amt</u>
10 UDOT-ADMIN	UDOT MAINTENANCE FACILITY PROTOTYPE DESIGN STUDY	ARCHIPLEX GROUP LLC	STUDY	\$20,000.00	\$13,690.00
11 SUU	SUU MUSIC/GEN CLASSROOM BLDG HAZMAT SURVEY/ASMNT	STANTEC CONSULTING INC	HAZ MAT CONSULT	\$39,100.00	\$39,100.00
12 DFCM	DCFS OMC HAZMAT SURVEY//ASSESSMENT SERVICES	IHI ENVIRONMENTAL	HAZ MAT CONSULT	\$13,500.00	\$13,255.19
13 COURTS	COMMISSIONING SERVICES - TOOELE COURTS COMPLEX	SENERGY BCS INC	COMMISSIO NING	\$72,887.00	\$43,700.00
14 SLCC	SLCC METRO CAMPUS TSTNG/INSPCTN	SUNRISE ENGINEERING INC	INSP OBSERV SER	\$8,000.00	\$7,435.00



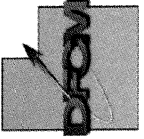
Division of Facilities Construction and Management

4110 State Office Building Salt Lake City, UT 84114

Professional Contracts Awarded From 10/28/2004 To 12/15/2004

<u>Agency</u>	<u>Contract Name</u>	<u>Firm</u>	<u>Type</u>	<u>Budget</u>	<u>Contract Amt</u>
15 CEU	CEU SAN JUAN LIBRARY/HEALTH SCIENCE BUILDINGS	TERRACON INC	GEOTECHNI CAL	\$10,000.00	\$5,500.00
18 USU	USU ROMNEY STADIUM RENOVATION PHASE 1	CA CARTWRIGHT & ASSOCIATES	GEOTECHNI CAL	\$5,000.00	\$4,695.00
19 SNOW	SNOW ACTIVITIES CENTER INSPECTION/TESTING SERVICES	CHRISTENSEN BROTHERS AND ASSOCIATES	INSP OBSERV SER	\$18,000.00	\$17,600.80
20 WSU	WSU TRACK/FIELD LOCKER ROOMS INSPECTION/TESTING SVCS	IVIE CODE GROUP INC	INSP OBSERV SER	\$14,000.00	\$12,782.00
21 YTH CORR	DECKER LAKE DYC ASBESTOS ABTMT PROJ MGMT SVCS	ROWLAND CONSULTING INC	HAZ MAT CONSULT	\$8,400.00	\$8,384.32
22 OFF-EDUC	BOARD OF ED HAZMAT SURVEY/ASSESSMENT	IHI ENVIRONMENTAL	HAZ MAT CONSULT	\$12,400.00	\$12,338.00

End of Report



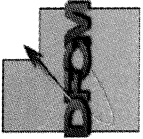
Division of Facilities Construction and Management

4110 State Office Building Salt Lake City, UT 84114

Construction Contracts Awarded From 10/28/2004 To 12/15/2004

Construction

<u>Agency</u>	<u>Contract Name</u>	<u>Firm</u>	<u>Type</u>	<u>Budget</u>	<u>Contract Amt</u>
1 WSU	SWENSON BUILDING REMODEL - CM/GC	HUGHES GENERAL CONTRACTORS INC	Const Remodel	\$6,808,800.00	\$33,622.00
2 WSU	IRRIGATION AND LANDSCAPE UPGRADES PHASES 1 AND 2	GRASS PLUS INC	Const Site Imp	\$252,102.00	\$250,000.00
3 DIXIE	BURNS ARENA FIRE ALARM SYSTEM REPLACEMENT	HONEYWELL INC	Const Remodel	\$143,321.00	\$143,321.00
4 PARKS	KODACHROME STATE PARK VISITOR STATION	KAY GENERAL CONTRACTING INC	Const New Space	\$344,000.00	\$355,900.00
5 CORR-OTHR	NUCCC METAL DOOR REPLACEMENT	R & O CONSTRUCTION CO	Const Remodel	\$13,000.00	\$12,655.00
6 INST OPER	PROMONTOROY CONTROL ROOM REMODEL-DRAPER PRISON	GARFF CONSTRUCTION CORP	Const Remodel	\$110,000.00	\$109,700.00
7 HEALTH	FRAZIER HEALTH LAB - SITE DRAINAGE IMPROVEMENTS	EHP CONSTRUCTION INC	Const Site Imp	\$37,865.00	\$34,124.00
8 O/WATC	COSMETOLOGY BUILDING HVAC UPGRADES	ALTERNATIVE MECHANICAL	Const Remodel	\$116,125.00	\$116,125.00
9 O/WATC	CHILDREN'S SCHOOL SOUTH HVAC UPGRADES	ALTERNATIVE MECHANICAL	Const Remodel	\$105,856.00	\$105,856.00
10 DFCM	MATHESON COURTS NO ADA RAMP HANDRAIL BASE CONCRETE RPR	GENESIS CONCRETE PRODUCTS	Const Site Imp	\$6,600.00	\$6,544.00
11 AGRIC	HVAC VAV BOXES CONTROLS UPGRADE-AGRIC & FOOD BLDG	UTAH CONTROLS INC	Const Remodel	\$117,600.00	\$117,600.00
12 UHP	HVAC ROOF UNIT REPL-UHP LAW ENFORCE DATA CTR	RALPH TYE & SONS INC	Const Remodel	\$72,575.00	\$27,829.00
13 DFCM	HEBER WELLS BUILDING ELECTRICAL PANELS REPLACEMENT	BROKEN ARROW CONST CORP	Const Remodel	\$6,000.00	\$5,925.00
14 DFCM	HEBER WELLS BLDG COMPRESSOR REPLACEMENT	CARMAN REFRIGERATION SALES & S	Const Remodel	\$22,000.00	\$21,984.00



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Construction Contracts Awarded From 10/28/2004 To 12/15/2004

<u>Agency</u>	<u>Contract Name</u>	<u>Firm</u>	<u>Type</u>	<u>Budget</u>	<u>Contract Amt</u>
15 CEU	QUAD ACTIVITY ADDITION-SAN JUAN BRANCH CAMPUS	TRI-HURST CONSTRUCTION INC.	Const Remodel	\$437,600.00	\$417,500.00
16 HEALTH	HVAC & CONTROLS UPGRADE - FRASER LAB & MED EXAMINER	MECHANICAL SERVICE & SYSTEMS I	Const Remodel	\$583,281.00	\$583,186.00
17 DWS	DWS METRO - HVAC SYSTEM UPGRADE	UTAH CONTROLS INC	Const Remodel	\$46,500.00	\$59,772.00
18 DFCM	MATHESON COURTS SUPREME COURT REMODEL	ROBERT I MERRILL COMPANY	Const Remodel	\$32,500.00	\$32,040.98
19 DIXIE	CENTRAL CHILLER REPLACEMENT	KOH MECHANICAL CONTRACTORS INC	Const Remodel	\$702,013.00	\$539,500.00
20 SNOW	FERN YOUNG BUILDING ELEVATOR	VALLEY BUILDERS	Const Remodel	\$180,237.00	\$125,500.00
21 PARKS	UTAH LAKE STATE PARK BREAKWATER REALIGNMENT	GENEVA ROCK PRODUCTS INC	Const Site Imp	\$705,000.00	\$683,190.20
22 WSU	CHILLED WATER CONNECTIONS REPLACEMENT PLAZA AREA	RALPH TYE & SONS INC	Const Remodel	\$128,663.00	\$71,410.00
23 REGION 2	UDOT MTF BLDG AIR COMPRESSOR UPGRADE	MECHANICAL SERVICE & SYSTEMS I	Const Remodel	\$49,000.00	\$50,498.00

Miscellaneous Construction

<u>Agency</u>	<u>Contract Name</u>	<u>Firm</u>	<u>Type</u>	<u>Budget</u>	<u>Contract Amt</u>
24 YTH CORR	SLATE CANYON HVAC REPAIRS	U S MECHANICAL LLC	Mechanical	\$83,008.00	\$61,900.00
25 DWS	BRIGHAM CITY DWS RESTROOM ASBESTOS ABTMENT/MOLD REMEDIATION	AMERICAN ASBESTOS ABATEMENT	Haz Mat Const	\$21,000.00	\$24,900.00
26 PARKS	CASCADE SPRINGS TRAILHEAD PARKING LOT ASPHALT PAVING	GENEVA ROCK PRODUCTS INC	Paving	\$34,000.00	\$29,487.50
27 DFCM	BRIGHAM CITY REGIONAL BLDG PAVING IMPROVEMENTS	STAKER & PARSON COMPANIES	Paving	\$203,260.00	\$203,190.65
28 GS/FLEET	FLEET SERVICES PARKING DRAINAGE/PAVING REPAIRS	GENEVA ROCK PRODUCTS	Paving	\$47,927.00	\$46,900.00

DFCM

Division of Construction and Management
4110 State Office Building Salt Lake City, UT 84144
Telephone (801) 538-3018 Fax (801) 538-3267

Jan-05

REPORT OF CONTINGENCY RESERVE FUND

	PROJECT TITLE	GENERAL STATE FUNDS CURRENT TRANSFERS	TRANSPORTATION FUNDS CURRENT TRANSFERS	TOTAL TRANSFERS FROM CONTINGENCY	% TO CONSTR. BUDGET	PROJECT STATUS	% Complete
	BEGINNING BALANCE	8,185,063.96	496.76				
	<u>INCREASES TO CONTINGENCY RESERVE FUND</u>						
	<u>FUNDING</u>						
04150	CEU San Juan Campus Library & Health Sciences	144,828.00	-	0	0.00%	Design	0%
	<u>DECREASES TO CONTINGENCY RESERVE FUND</u>						
	<u>NEW CONSTRUCTION</u>						
02042	Health Science Education Building	(14,610.84)	-	137,634.12	0.49%	Construction	35%
01276	Roosevelt Maintenance Complex Addition	-	(4,285.84)	37,802.85	9.47%	Complete	100%
	<u>REMODELING</u>						
04028	Courts	(37,017.00)	-	37,017.00	3.85%	Construction	43%
04115	WSU Concrete Repairs	(22,163.00)	-	22,163.00	7.01%	Construction	60%
03217	CEU Central Tunnel Replacement	(15,410.00)	-	18,110.00	1.74%	Construction	78%
03127	Dixie College 100 S Roadway Crossing Improvement	(11,393.21)	-	76,128.54	11.50%	Construction	100%
03079	Human Services USDC Willowcreek Bldg Remodel	(9,584.00)	-	154,858.50	12.69%	Construction	100%
04140	WSU Health Science Air Compressor/Vacuum Pumps	(7,840.00)	-	7,840.00	5.49%	Construction	0%
03080	UDOT Monticello Maint Station Add Truck Wash Rack	(6,614.82)	-	31,210.75	7.56%	Pending	0%
04212	WSU Auditorium Rigging Replacement	(4,220.00)	-	-	0.00%	Complete	100%
04164	Fairpark Waterline Repairs	(3,251.68)	-	3,980.24	3.49%	Pending	0%
03016	Snow College Activity Center Remodel	(3,000.00)	-	29,394.00	2.35%	Construction	27%
03062	Health Cannon Bldg Sidewalk Replacement	(1,384.52)	-	2,544.32	3.38%	Construction	48%
03261	OWA/TC DDO Bldg Build-out	(863.21)	-	25,749.21	9.00%	Construction	68%
04103	Fairpark Multipurpose Fire Sprinkler Repair	(362.00)	-	2,438.00	13.38%	Complete	100%
03053	WSU Potable Water/Waste Line Replacement	(186.86)	-	24,221.36	4.04%	Complete	100%
	TOTAL	8,191,970.82	(3,793.08)				

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REPORT OF PROJECT RESERVE FUNDS ACTIVITY

PROJECT TITLE	STATE FUNDS	DOT FUNDS	DESCRIPTION	Jan-05	% of Constr.	Budget
<u>BEGINNING BALANCE</u>	<u>2,537,597</u>	<u>39,449</u>				
<u>INCREASES TO PROJECT RESERVE FUND:</u>						
OWATC Student Svcs Bldg HVAC Replacement	129,398.77		Balance of Various Project Budgets		16.87%	
UHP Tech Support Bldg HVAC Replacement	43,806.00		Balance of Construction Budget		60.35%	
ABC Ogden Store #21 ADA/Tile/Lighting Upgrade	21,337.00		Balance of Various Project Budgets		96.99%	
Slate Canyon Youth Fac Boiler Replacement	21,108.00		Balance of Construction Budget		25.43%	
ABC Store #24 Esterion Lighting/Rooftop Unit Replacement	10,196.00		Balance of Construction Budget		50.14%	
ABC Ogden Store #24 Lighting/Tile Upgrade	6,924.00		Balance of Construction, & Design Budgets		53.26%	
DWS South County Emp Ctr Chiller Replacement	2,464.69		Balance of Design, Inspection & Insurance Budg		3.69%	
ABC Roy Store #23 Parking Lot Lighting/ADA Upgrade	938.00		Balance of Construction, & Design Budgets		17.05%	
Draper Prison Shower Tile Replacement	624.10		Balance of Inspection & Insurance Budgets		0.87%	
<u>DECREASES TO PROJECT RESERVE FUND:</u>						
DWS Metro Emp Ctr HVAC Upgrade	(13,272.00)		To Award Construction Contract		28.54%	
AG Spry Bldg VAV Box Replacement	(6,439.00)		To Award Construction Contract		5.79%	
COURT Farmington Remote HVAC Monitor	(2,662.00)		To Close Project		3.07%	
<u>Ending Balance</u>	<u>2,752,021</u>	<u>39,449</u>				

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STATEWIDE PLANNING FUND

STATEWIDE PLANNING FUND				Jan-05	\$350,000
INSTITUTION/ AGENCY	PROJECT NUMBER	PROJECT TITLE		AMOUNT	
Southern Utah University Snow College Dixie College/SLCC	93177730	Shakespeare Expansion and Planning		5,950	
	02273700	Master Plan		25,000	
	03047640	Health Sciences Bldgs Programming		50,000	
PLANNING FUND UNENCUMBERED BALANCE					\$269,050

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EMERGENCY FUND REPORT

Jan-05

BEGINNING BALANCE:

\$116,951

INCREASES TO EMERGENCY FUND:

IMPROVEMENT FUNDS REALLOCATED AT NOVEMBER BOARD MEETING
IMPROVEMENT FUNDS REALLOCATED AT NOVEMBER BOARD MEETING
IMPROVEMENT FUNDS REALLOCATED AT NOVEMBER BOARD MEETING

42,200.00
30,000.00
54,300.00

DECREASES TO EMERGENCY FUND:

CHASE FINE ARTS HOME FURNACES REPLACEMENT
STATE HOSPITAL STEAM LINE EMERGENCY REPLACEMENT

(4,190.63)
(44,950.00)

ENDING BALANCE OF EMERGENCY FUND

\$194,310